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WILKES COMMUNITY COLLEGE

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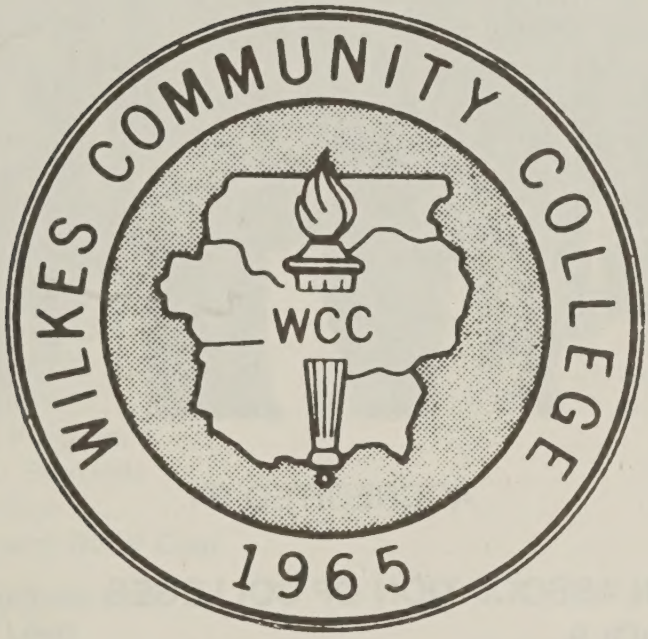
1975-1977

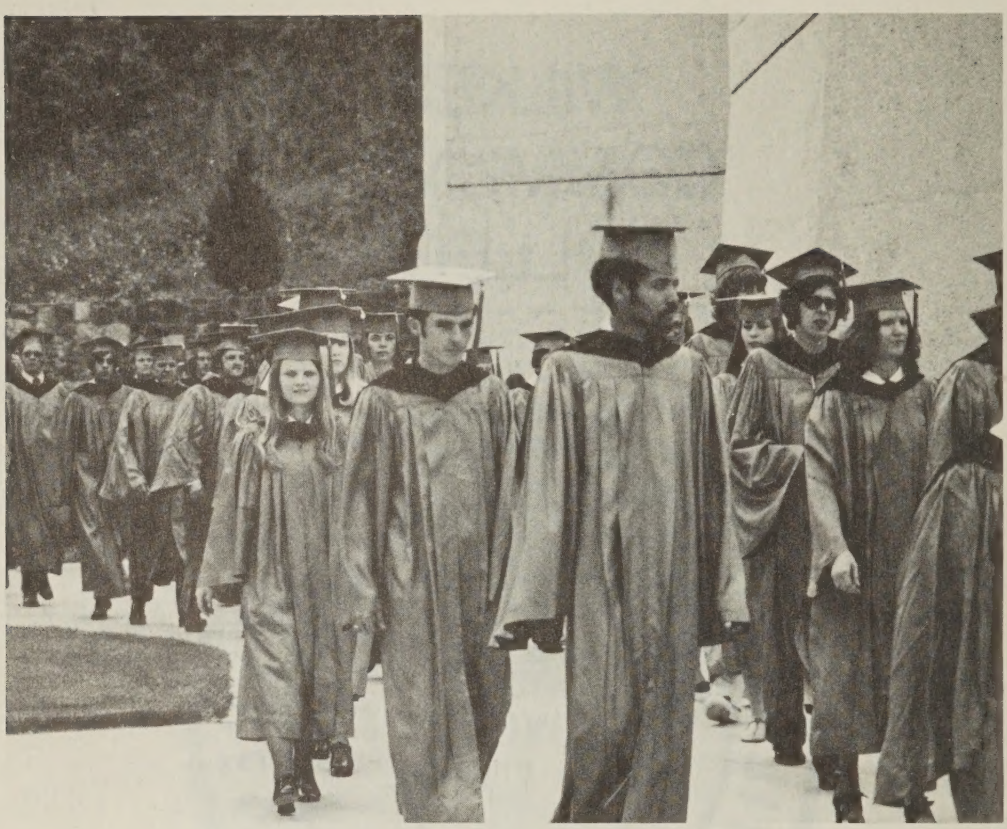
An Equal Opportunity Educational Institution

WILKES COMMUNITY COLLEGE



Catalog
1975-1977

COLLEGIATE DRIVE
WILKESBORO, NORTH CAROLINA
28697
TELEPHONE (919) 667-7136



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NORTH CAROLINA STATE BOARD OF EDUCATION
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MEMBER

AMERICAN ASSOCIATION OF JUNIOR COLLEGES
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
NORTH CAROLINA ASSOCIATION OF JUNIOR COLLEGES

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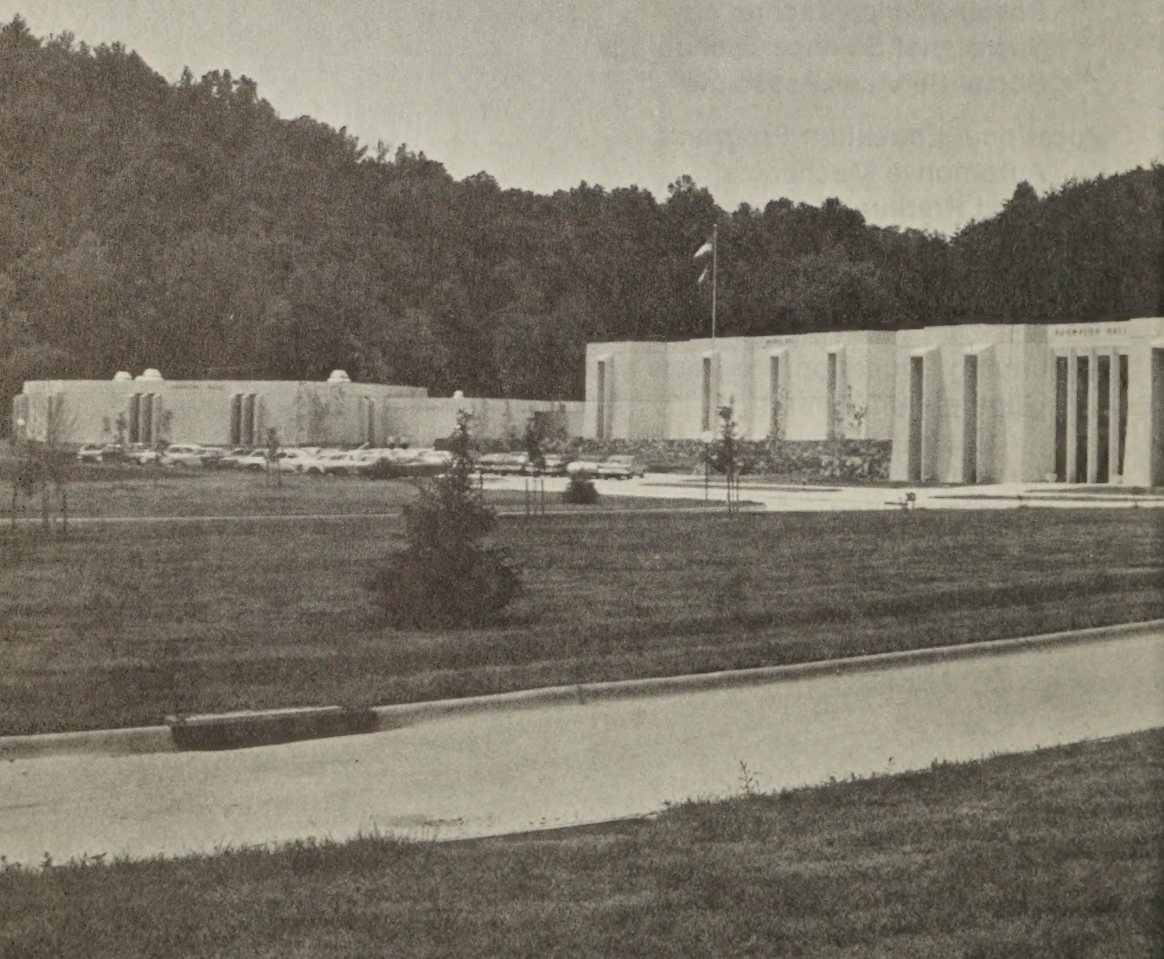


COLLEGE CALENDAR

FALL QUARTER 1975

September 29, Monday (8:00 AM-5:00 PM)	Orientation and Freshman Registration
September 30, Tuesday (8:00 AM-5:00 PM)	Registration (Curriculum Day Students)
October 1, Wednesday (2:00 PM-8:00 PM)	Registration (Curriculum Night Students)
October 2, Thursday	First Day of Classes Registration (Continuing Education Students)
October 4, Saturday (Noon)	Late Registration Ends
November 27-November 30	Thanksgiving Holidays
December 1, Monday	Classes Resume
December 19, Friday	Last Day of Fall Quarter Classes Terminate 5:00 PM

WINTER QUARTER 1976

January 5, Monday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
January 6, Tuesday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
January 7, Wednesday	First Day of Classes Registration (Continuing Education Students)
January 10, Saturday (Noon)	Late Registration Ends
March 23, Tuesday	Last Day of Winter Quarter Classes Terminate 5:00 PM

SPRING QUARTER 1976

March 29, Monday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
March 30, Tuesday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
March 31, Wednesday	First Day of Classes Registration (Continuing Education Students)
April 3, Saturday (Noon)	Late Registration End
April 16-April 20	Easter Holidays
April 21, Wednesday	Classes Resume
June 18, Friday	Last Day of Spring Quarter Classes Terminate 5:00 PM

COLLEGE CALENDAR

SUMMER QUARTER 1976

July 1, Thursday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
July 2, Friday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
July 3-July 5	Summer Holidays
July 6, Tuesday	First Day of Classes Registration (Continuing Education Students)
September 4-September 6	Labor Day
September 7, Tuesday	Classes Resume
September 17, Friday	Last Day of Summer Quarter Classes Terminate 5:00 PM

FALL QUARTER 1976

September 27, Mon. (8:00 AM - 5:00 PM)	Orientation and Freshman Registration
September 28, Tues. (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
September 29, Wed. (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
September 30, Thursday	First Day of Classes Registration (Continuing Education Students)
October 2, Saturday (Noon)	Late Registration Ends
November 25-November 28	Thanksgiving Holidays
November 29, Monday	Classes Resume
December 17, Friday	Last Day of Fall Quarter Classes Terminate 5:00 PM

WINTER QUARTER 1977

January 3, Monday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
January 4, Tuesday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
January 5, Wednesday	First Day of Classes Registration (Continuing Education Students)
January 8, Saturday (Noon)	Late Registration Ends
March 22, Tuesday	Last Day of Winter Quarter Classes Terminate 5:00 PM

COLLEGE CALENDAR

SPRING QUARTER 1977

March 28, Monday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
March 29, Tuesday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
March 30, Wednesday	First Day of Classes Registration (Continuing Education Students)
April 2, Saturday (Noon)	Late Registration Ends
April 8-April 12	Easter Holidays
April 13, Wednesday	Classes Resume
June 17, Friday	Last Day of Spring Quarter Classes Terminate 5:00 PM

SUMMER QUARTER 1977

July 5, Tuesday (8:00 AM - 5:00 PM)	Registration (Curriculum Day Students)
July 6, Wednesday (2:00 PM - 8:00 PM)	Registration (Curriculum Night Students)
July 7, Thursday	First Day of Classes Registration (Continuing Education Students)
September 3-September 5	Labor Day
September 6, Tuesday	Classes Resume
September 22, Thursday	Last Day of Summer Quarter Classes Terminate 5:00 PM

CAR
WASH
EART
FUND

TRUSTEES

Judge Robert M. Gambill, Chairman
Gordon E. Rhodes, Vice-chairman
Mrs. John W. Andrews, Secretary
Seth M. Beale, M.D.
Don T. Culler
R. Kyle Hayes
Milton J. Ingram
Richard B. Johnston
Mrs. Bonnie L. Rhodes
Robert R. Smoak
L.P. Somers, Jr.
James E. Spicer

COLLEGE PERSONNEL

ADMINISTRATIVE

Allred, Joseph S. ..... Coordinator, East Wilkes Community School
Austell, Joseph R. ..... Director, Divisions of Physical Sciences and General Studies
Byrd I. Fay ..... Director, Division of Learning Resources
Dancy, Glenn III ..... Coordinator, Fairplains Community School
Davis, William H. ..... Director, Division of Life Sciences
Edmiston, Kelly Joe .... Coordinator, West Wilkes Community School
Greene, Vivian K. ..... Assistant Registrar
Houston, Mary W. ..... Librarian
Idol, John V. ..... Vice President for Student Services
Lewis, Phillip E. .....Director, Division of Business and Commerce
McNeil, Audrey J. ..... Librarian
Miles, Jesse Larry ..... Coordinator, North Wilkes Community School
Pearson, Stokes R. ..... Director, Division of Continuing Education
Pepper, Henry F. ..... Coordinator, Adult Education Programs
Poston, Cheryl T. ..... Counselor
Richardson, William R. Vice President for Planning and Development
Roberts, Thomas G. ..... Coordinator, Ashe County Programs
Sebastian, Kenneth E. ..... Coordinator, Extension Programs
Shaw, Conrad A. Sr. ..... Vice-President for Administrative Services
Steelman, Jerry D. ..... Veterans Administration Representative
Thompson, Bob C. ..... Director of Guidance Services
Thompson, Howard E. ..... President
Whittington, Thomas R. ..... Registrar
Wood, Allen G. ..... Coordinator, Alleghany Community School

Anthony, V. Kate .....Technician, Learning Resources
A.A.S., Wilkes Community College; Appalachian State University
Bauguss, Bonnie A. .....Instructional Technician, Learning Resources
Appalachian State University; Wilkes Community College
Bauguss, C. Ray .....Instructional Technician, Learning Resources
Brookshire, Janet A. .....Technician, Learning Resources
A.A.S., Caldwell Community College and Technical Institute
Burcham, Betty Jo .....Executive Secretary, President
A.A.S., Wilkes Community College
Byrd, Alicia L. .....PABX-Receptionist
Call, Wanda K. .....Secretary, Division of Business
Wilkes Community College
Cardwell, Pauline S. .....Housekeeper
Cashion, John F. .....Ombudsman to President, Counselor Associate
A.A., Wilkes Community College
Chapman, Helen G. .....Executive Secretary, Registrar
A.A.S., Wilkes Community College
Church, Mary F. .....Housekeeper
Cuthbertson, Martha A. .....Executive Secretary, Student Services
Gilreath, Coot .....Counselor Associate
A.A.S., Wilkes Community College; Appalachian State University
Glass, Shirley L. .....Counselor Associate
A.A.S., Wilkes Community College, Appalachian State University
Gloster, Emily D. .....Statistics Technician, Student Services
B.S. and M.S., University of Tennessee; Doctoral Program, Nova
University
Greene, H. Reese .....Housekeeper
Hendren, Donna J. .....Secretary, Learning Resources
Wilkes Community College
Hinson, Becky J. .....Secretary, Planning and Development
A.A.S., Wilkes Community College
Howell, A. Paul .....Maintenance Engineer
Huffman, Jackie K. .....Accounting Clerk
Winston-Salem Business College; Wilkes Community College
Johnson, Jane R. .....Counselor Associate
A.A., Wilkes Community College; Appalachian State University
Johnson, Will T. .....Housekeeper
Johnston, Nila E. .....Accounting Clerk
A.A.S., Wilkes Community College
Jones, Richard W. .....Security
Knox, Lola S. .....Executive Secretary, Division of General Studies
B.S., University of Arkansas; Piedmont College
Land, Gail M. .....Executive Secretary, Administrative Services
Wilkes Community College

Lane, Lois M. .....Executive Secretary, Continuing Education
A.A.S., Wilkes Community College
Lockhart, Clyde M. .....Executive Housekeeper
Diploma, Executive Housekeeping
Lockhart, Priscilla J. .....Controller
Appalachian State University
McNeil, Gary W. .....A-V Technician, Learning Resources
A.A., Wilkes Community College; North Carolina State University
McNeil, Marlene H. ..Statistics Technician, Planning and Development
A.A.S., Wilkes Community College; Appalachian State University
Mahaffey, Vester L. .....Grounds Maintenance
Minton, Norma J. .....Bookkeeper
Wilkes Community College
Shufford, Frank S., Jr. .....Equipment Technician
A.A.S., Wilkes Community College; Appalachian State University
Simmons, R. Lynn .....Executive Secretary, Division of Life Sciences
A.A.S., Wilkes Community College; Appalachian State University
Smink, Esther N. .....Library Technician
Michigan State University
Sparks, B. Sue .....Secretary, Division of Continuing Education
Wilkes Community College
Stevenson, Karen L. .....Accounting Clerk
A.A.S., Wilkes Community College
Stone, Barbara S. .....Technician, Learning Resources
A.A.S., Wilkes Community College; Appalachian State University
Thomas, Kathy Mae .....PABX-Receptionist
A.A.S., Wilkes Community College
Thompson, Betty R. .....Manager, College Bookstore
University of Tennessee at Chattanooga
Triplett, Pamela R. .....Secretary, Division of Life Sciences
Warren, Charles Mac .....Counselor Associate
A.A.S., Wilkes Community College; Appalachian State University
Williams, Baleka B. .....Executive Secretary, Guidance Services
A.A.S., Western Piedmont Community College
Wolfe, Floyd D. .....Housekeeper
Wyatt, Glenn C. .....Maintenance

FACULTY

Anderson, Johnson J. .....Social Sciences
B.A., Wake Forest University; Westminister Choir College; Furman University; M.A., Appalachian State University; Graduate Study, Appalachian State University
Austell, Joseph R. .....Director, Divisions of Physical Sciences and General Studies
B.S. and M.S., Clemson University; Doctoral Program, Virginia Polytechnical Institute

Ayers, Thomas D. III .....Power Mechanics
B.S. East Tennessee State University; Graduate Study, East Tennessee State University

Bangle, Jerry F. .....Humanities
B.M., East Carolina University; M.A., Appalachian State University

Blackburn, Howard W. .....Agricultural Science
A.A., Wilkes Community College; B.S. and M.A., Appalachian State University

Bright, Frank K. .....Power Mechanics
Morehead Technical Institute; Forsyth Technical Institute; University of North Carolina; Wake Forest University; A.A.S., Wilkes Community College

Byrd, I. Fay .....Director, Division of Learning Resources
B.S. and M.A., Appalachian State University; Ed.S., Appalachian State University; Doctoral Program, Nova University

Cook, Mary Ann .....Practical Nurse Education
N.C. Baptist Hospital School of Nursing

Dancy, Glenn III .....Coordinator, Community Schools
B.S., Appalachian State University

Daniel, James Z. .....Horticultural Technologies
B.S., University of Tennessee

Davis, Donalee M. .....Human Services
B.S., Brigham Young University; M.A., Appalachian State University

Davis, William H. .....Director, Division of Life Sciences
B.S. and M.A., Appalachian State University; Ed. D., Highlands University

Foster, Nancy P. .....Sheltered Workshop
A.B., Wake Forest University

Gambill, Ira G. .....Business Technologies
B.S. and M.A., Appalachian State University

Goforth, Robert G. .....Reading Specialist
B.S. and M.A., Appalachian State University; Doctoral Program, Nova University

Greene, Vivian K. .....Assistant Registrar
B.A., Wake Forest University; Wilkes Community College

Hadley, Jack M. .....Mathematics and Sciences
B.S. and M.A., Appalachian State University; Graduate Study, University of North Carolina and Appalachian State University; Doctoral Program, Nova University

Hahn, Robert A. .....Building Construction Technology
A.A.S. and B.S., Pratt Institute; M.S., University of Florida; Registered A.I.A.

Ham, Dorene C. .....Practical Nurse Education
N.C. Baptist School of Nursing; Registered Nurse

Hash, Hugh C. .....Power Mechanics
A.A.S., Wilkes Community College

Hayes, Essie N. .....English
B.S. and M.A., Appalachian State University; Ed.S., Appalachian State University; Doctoral Program, Nova University

Hendrix, F. Josephine .....Mathematics and Physical Sciences
B.S., Appalachian State University; M.S., University of North Carolina; Graduate Study, Duke University, Wake Forest University, and Appalachian State University; Doctoral Program, Nova University

Hopkins, Thomas E. .....Electromechanical
A.A.S., New River Community College; B.T., Appalachian State University; Licensened Engineering Technician

Houston, Mary W. .....Librarian
King College; B.S., East Tennessee State University; Graduate Study, Appalachian State University

Idol, John V. .....Vice-President for Student Services
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University

Johnson, York B. .....Building Construction Trades
A.A.S., Wilkes Community College; Appalachian State University

Johnston, Robert T. .....Hotel-Motel Technology
B.S., Cornell University

Keener, Gary F. .....Industrial Management
B.S.M.E., Georgia Institute of Technology; New York University and Akron University

Kindt, Sharon R. .....English
B.A., East Central Oklahoma State College; Westfield State College; M.A., University of Michigan; Ed.S., Appalachian State University

Klinkosum, Elizabeth H. .....Biological Sciences
B.S., Wake Forest University; M.A., Appalachian State University; Medical Technologist, Bowman Gray School of Medical Technology, North Carolina Baptist Hospital; Graduate Study, Duke University

Klinkosum, Nithi .....Social Sciences
B.A., Wake Forest University; M.A., Appalachian State University; Graduate Study, Appalachian State University and Duke University

Knox, James M. .....Biological Sciences
B.S., Davidson College; M.Ed., University of North Carolina; Ed.D., Highlands University

Lewis, Phillip E. .....Director, Division of Business and Commerce
B.S., Appalachian State University; J.D., University of Baltimore; Graduate Study, Towson State College

Linney, Joseph B. .....Health and Physical Education
B.S. and M.A., Appalachian State University

Lyle, Eddie G. .....Power Mechanics
A.A.S., Wilkes Community College; Appalachian State University

Mann, Pete M. .....English
B.A., Mars Hill College; M.R.E. Southern Baptist Theological Seminary; Graduate Study, University of Louisville; Ed.S. Appalachian State University

Mayer, Robert A. .....Humanities
B.Mus.Ed. and M.Mus.Ed., Northwestern University; PH.D., University of North Carolina

Mayes, Dewey S. .....Humanities
B.S. and M.A., Appalachian State University; Graduate Study, Yale University and Appalachian State University

McNeil, Audrey J. .....Librarian
A.A., Wilkes Community College; B.S., Appalachian State University

McNeil, Donna T. .....Early Childhood Education
B.S., Western Carolina University; M.S., Virginia Polytechnical Institute

Miles, Jean S. .....Business Technologies
A.A., Wilkes Community College; B.S. and M.A., Appalachian State University; Doctoral Program, Nova University

Mims, Barry K. .....Business Technologies
B.B.A., University of Georgia; M.A., Appalachian State University

Moffett, William J. .....Humanities
A.B., University of North Carolina; M.A., Appalachian State University; Candidate for Ph.D., Duke University

Moore, Brenda B. .....English
B.A., University of North Carolina; M.A., Appalachian State University; Graduate Study, Appalachian State University

Murphy, Edith G. .....Early Childhood Education
Montreat College; B.C.E., Presbyterian School of Christian Education; M.Ed., University of North Carolina — Greensboro

Nichols, Mary A. .....Mathematics
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University and University of North Carolina at Greensboro

Norris, Laura C. .....Practical Nurse Education
B.S.N., University of North Carolina — Charlotte; Registered Nurse

Payne, James F. .....Business Data Processing Technology
B.S., High Point College; M.Ed., University of North Carolina at Greensboro

Pearson, Stokes R. .....Director, Division of Continuing Education
B.S., Berea College; M.A., Appalachian State University; Graduate Study, North Carolina State University and University of Kentucky

Pepper, Henry F. .....Coordinator, Adult Education Programs
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University and North Carolina State University

Pierce, Lenore G. .....Business Technologies
B.A., Milligan College; M.A. and Ed.S., Peabody College for Teachers; Graduate Study, University of North Carolina at Greensboro and University of Tennessee

Poston, Cheryl T. .....Counselor
B.A., University of North Carolina-Charlotte, M.Ed. Western Carolina University

Rash, H. Ford .....Power Mechanics
B.S. and M.Ed., North Carolina State University; Graduate Study, Applachian State University

Richardson, Mary C. .....Early Childhood Education
B.S., Salem College; M.Ed., University of North Carolina

Richardson, William R. .Vice-President for Planning and Development
B.S. and M.A., Appalachian State University; Ed.D., University of North Carolina

Roberts, Thomas G. .....Coordinator, Ashe County Programs
B.S., East Tennessee State University; Graduate Study, Appalachian State University and University of North Carolina

Roche, Robert J. .....Business Technologies
A.A., Chipola Junior College; B.S., Troy State University; M.A., Western Carolina University

Sebastian, Kenneth E. .....Coordinator, Extension Programs
B.S., Appalachian State University; M.Ed., North Carolina State University

Shaw, Annette M. .....Developmental Studies
B.S., Elon College; Graduate Study, Appalachian State University

Shaw, Conrad A. Sr. .....Vice-President for Administrative Services
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University; University of Nebraska; Doctoral Program, Nova University

Shoemaker, Charlotte P. .....Practical Nurse Education
Forsyth Memorial Hospital School of Nursing; Registered Nurse; A.A., Wilkes Community College

Simpson, Harold D. . .Food and Environmental Sciences Technologies
B.S., Florence State College; M.A., Appalachian State University; Doctoral Program, Nova University

Stanley, Al G. .....Radio/TV Broadcasting
N.C. State University; B.S., University of North Carolina; Eastern Arizona College; M.A., University of North Carolina; FCC License

Taylor, Mary W. .....Business Technologies
B.S., Appalachian State University; Graduate Certificate, Western Kentucky University; M.S., University of North Carolina at Chapel Hill; Graduate Study, Winthrop College and Appalachian State University; Ed.S., Appalachian State University

Thompson, Bob C. .....Director of Guidance Services
B.A., Lincoln Memorial University; M.A., Appalachian State University; Graduate Study, North Carolina State University, University of Georgia and California State of Los Angeles; Doctoral Program, Nova University

Thompson, Howard E. .....President
Pre-Med., Pennsylvania State University; B.S., Springfield College; M.A., Ohio State University; Ph.D., University of North Carolina

Toliver, Thomas R. .....Business Technologies
B.S.B.A., Appalachian State University; Graduate Study, Appalachian State University

Townes, Fredrick W. IV .....Horticultural Technologies
Associate in Horticultural Sciences, North Carolina State University; A.A.S., Wilkes Community College; Appalachian State University

Triplett, Nancy G. .....Food Service Technology
B.S., Appalachian State University

Tugman, Jean M. .....Business Technologies
B.S. and M.S., Appalachian State University

Vandett, Nancy M. .....English
B.A. and M.Ed., University of North Carolina at Greensboro

Walker, Robert L. .....Physical Sciences
B.S., Appalachian State University; M.A.T., University of Montevello; NSF, Oak Ridge Association University

Wagner, Dianne K. .....English
A.B., Pfeiffer College; M.A., East Carolina University; Graduate Study East Carolina University and University of Tennessee

Warren, Becki A. .....Practical Nurse Education
L.P.N., Wilkes Community College; B.S.N., University of North Carolina - Charlotte; Registered Nurse

Wayland, John T. .....Humanities
A.B., William Jewell College; TH.B., Southern Baptist Theological Seminary; B.D. and M.Div., Yale University; Ph.D., Yale University; Visiting Lecturer and Fellow, Oxford University

Wells, G. Eloise .....Early Childhood Education
B.A., Erskine College; MRE., New York Theological Seminary; M.Ed., University of North Carolina - Greensboro

Whittington, Nancy C. .....Health and Physical Education
B.S. and M.A., Appalachian State University

Whittington, Thomas R. .....Registrar
B.S. and M.A., Appalachian State University

Wiles, John I. .....Electronic Servicing
First Class License, Radio and Television; USAF Radio Theory and Repair School; National Radio Institute; Marshall College; Pennsylvania State University; A.A.S. Wilkes Community College; B.T., Appalachian State University

Wood, Allen G. .....Coordinator, Alleghany County
B.S., Appalachian State University

HISTORY

The 1963 North Carolina General Assembly passed the Community College Act creating a system of comprehensive community colleges and technical institutes under the State Board of Education. In September 1964, the people of Wilkes County approved the College through a bond vote of $500,000 for construction of facilities and up to five cents tax authorization for the operation of the College. Wilkes Community College was approved by the State Board of Education on October 1, 1964.

The first Board of Trustees was sworn into office on January 15, 1965 and the name "Wilkes Community College" was officially adopted on that date.

The first President, Dr. Howard E. Thompson, was elected on March 5, 1965, and he opened an office in the North Carolina National Bank Building in North Wilkesboro on July 1, 1965.

J. Hyatt Hammond Associates was selected as architect on June 4, 1965.

Apprenticeship Training Classes were the first classes to be scheduled and were held in September 1965. Part-time Business Technology Programs began in December 1965. The first one-year diploma program, Practical Nurse Education, began March 7, 1965. On September 15, 1966, students were admitted to full-time status in Associate in Arts and Associate in Applied Science Degree programs.

The new facilities on Collegiate Drive were occupied on April 1, 1969.

Wilkes Community College is located in the western section of the town of Wilkesboro, North Carolina near the intersection of New 421 By-pass and Highways 268, 16 and 18.

The 75 acre campus contains three ultra-modern, air conditioned and electrically heated buildings of white poured-concrete construction. These buildings contain more than 110,000 square feet of classrooms, labs, shops and offices and are equipped with the best teaching facilities available for the programs offered. Construction of additional facilities is planned for the immediate future.

PURPOSE

Wilkes Community College, a member of the North Carolina Community College System, is a comprehensive, two-year, post-secondary institution. It offers a variety of educational opportunities to assist adults within its service area to achieve career, academic, and educational goals. The purposes of this institution are in conformity with the open door philosophy established for the North Carolina System as mandated by statutes and policy statements of the North Carolina State Board of Education.

The College, in agreement with the intentions of the community and the policy of the state, has accepted a specific role in achieving broad educational objectives.

These are the objectives:

1. To provide two years of academic college credit courses for those students who desire to transfer to four-year colleges or universities and for those students for whom two years of general college will satisfy their educational needs.
2. To provide a variety of two-year programs in technical studies which will afford the student the greatest opportunity to enter an occupation.
3. To provide a variety of one-year vocational programs, three or four quarters in length, for those who desire to prepare themselves for entrance into new trades.
4. To provide a variety of programs and courses for those who desire to increase their competence in their present occupation.
5. To provide a variety of programs and courses for adults who desire personal fulfillment through continuing education.
6. To provide opportunities for adults to earn a high school diploma or equivalency certificate.
7. To provide industrial pre-service and in-service training at a level beyond that which the public schools offer.

The role accepted by the College evolved from a survey of community needs and desires conducted prior to its formal organization. It has been modified by experience to reflect changing situations as viewed by the Board of Trustees, administration, faculty, and students.

The College intends to remain responsive to the needs of its service area and the people of North Carolina and to conform to state and area standards. At the same time, it will work within those standards to cause change and improvement within the area through the impact of its students. The development of a broadly educated citizenry, competent to view its community critically and to contribute to it constructively, is a continuous objective of the College.

HELP

OFFICE OF STUDENT SERVICES

Every aspect of student life at Wilkes Community College is a concern of the Office of Student Services. Through the numerous services available, all personnel within the division will conscientiously try to find ways for the individual student to express himself, meet his needs and give him a sense of belonging as a student at Wilkes Community College.

The Office of Student Services aggressively promotes, in conjunction with all levels of the College, the social growth, academic achievement, and emotional stability of Wilkes Community College students. These services provide information, counseling, guidance, referral, academic advisement, registration, record keeping, financial aid, orientation, testing, recruitment, housing information and placement.

Counseling Services

The counseling staff hopes to be of service to all students.

The service incorporates several areas of student life, the most important being actual personal conferences, in which a student has the opportunity to discuss personal, social, educational, or vocational problems with a professional counselor. Group counseling sessions are encouraged in cases where several students wish to talk over a similar problem.

Also included in the guidance program is the individual and small group testing administered upon request. Specific academic subject areas, problem check lists, and interest inventories are among the tests offered.

Occupational and educational information is on file in the counselors' offices and students are encouraged to use the pamphlets, books, brochures, and leaflets on hand.

Faculty Advisors

A faculty advisor is assigned to each student to assist in planning his program of study. During registration each quarter, the student must meet with his advisor or a member of the professional staff of the Office of Student Services for approval of courses.

Orientation

The Freshman Orientation Program serves to introduce the student to the collegiate environment. This program is designed to acquaint the student with the Wilkes Community College policies, courses, philosophy, staff, and other students. Assemblies, open discussions, lectures, and student handbooks help prepare the student for beginning studies at Wilkes Community College.

The Orientation Program has four major divisions as listed below:

1. During the summer and prior to Fall registration, incoming freshmen are invited to the College to participate in a special small group orientation. During this session the students are given a broad understanding of the philosophy of the College, introduced to members of staff and faculty, given an overview of college offerings and shown a system of study habits.
2. Second year students participate in the Freshmen Orientation by meeting with small groups of incoming students (about 15 in each group) and giving the incoming students a student's point of view concerning Wilkes Community College and by acting as resource person to further discuss and answer questions concerning college life.
3. Guided tours are provided for all incoming students, introducing them to the total college facilities.
4. General Orientation is held on the day prior to registration and at this time assemblies are held to include all incoming students. The President of the College addresses the assembly and additional information in provided on many facets of student life at the College.

Veterans Affairs

The Office of Veterans Affairs was established to recruit and to give special and additional service to Veterans. Assistance is given in the areas of application for VA benefits, change of programs, tutorial services, financial aid, academic counseling, and registration.

Special emphasis is placed on Veterans' academic needs. Therefore, personnel are located in the Learning Resources Center to especially aid Veterans with their studies. The Office of Veterans Affairs also assists the Registrar's Office in the certification of Veteran enrollment and attendance.

Housing

As a college primarily for commuting students, Wilkes Community College does not provide dormitory or other on-campus housing facilities. It is the responsibility of the individual student who requires housing to arrange his own accommodations. The Student Services Staff will be happy to assist students in locating suitable accommodations.

Health Services

A health form is required of all credit students prior to registration.

Special health problems should be discussed with the counseling staff. Although Wilkes Community College does not have an infirmary or a nurse on duty, first aid for emergency cases is available in all buildings on campus. Cases which cannot be handled with first aid treatment will be referred to local physicians.

Student Records

All student records are held in confidence by the College. Placement credentials, transcripts, and other pertinent information will be made available only upon request of the student. A statement of release must be signed by the student before a transcript can be sent to other colleges, employers, or other agencies. Requests for transcript forms are available in the Office of Student Services.

ADMISSIONS

Wilkes Community College operates under an "Open Door" admissions policy for all applicants who are high school graduates or are at least eighteen years of age and whose public school class has graduated.

REQUIREMENTS

All applicants for degree programs must be high school graduates or must have been awarded the high school equivalency certificate.

A high school diploma or recognized equivalent is required for admission to all vocational programs at Wilkes Community College. The exception shall be the person, who, in the professional opinion of the Student Services staff, has the background, ability and maturity to be successful in a specific curriculum.

Applicants for the Fundamental Learning Laboratory, adult classes, and extension classes must be at least eighteen years of age or his regular public school class must have graduated, or he must have the written consent of his county or city school superintendent.

PROCEDURES

At the time of his first application for admission to Wilkes Community College, each applicant must submit a form (secured from the Office of Student Services) properly executed:

Recent Photograph (attached to the application form).

Transcripts (credit progam only): applicant must request that his high school or college transcript be sent to the Office of Student Services.

Student Health Form: The applicant must submit this form to the Office of Student Services.

TESTING PROGRAM

All College Transfer and Technical applicants are required to take a test before enrolling in a program. The test results are used in placing an applicant in Math and Reading classes. A student transferring from another institution who has successfully completed a freshman English and mathematics course will be exempt from the placement test.

TRANSFER STUDENTS

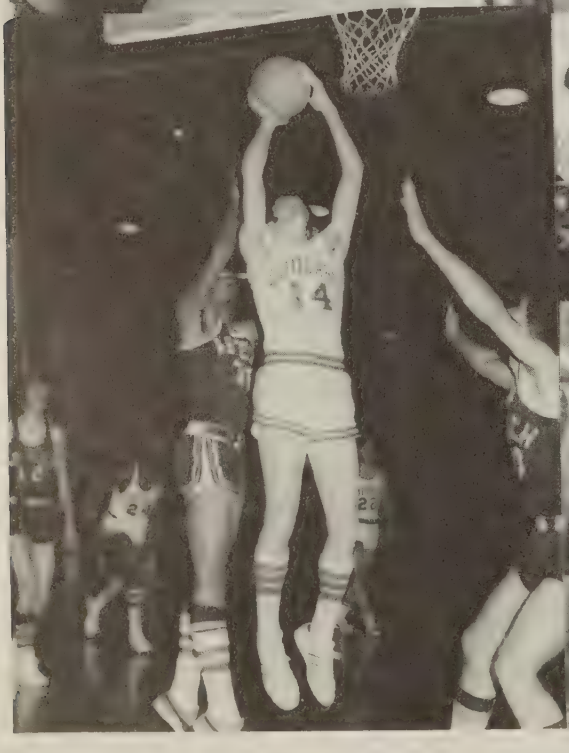
A student desiring to transfer to Wilkes Community College must be able to meet the admission requirements in effect at the time of his application. He must request that official transcripts from each institution attended be submitted to the Registrar of Wilkes Community College. All credit hours accepted in transfer must average "C" or better. A minimum of thirty hours must be earned at Wilkes Community College before a transfer student is eligible to graduate.

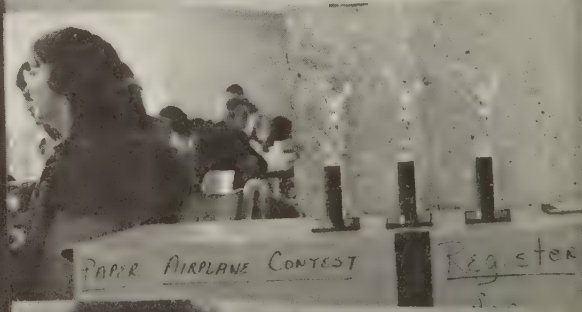
A visiting student is a student regularly enrolled at another college or university who is attending Wilkes Community College to receive credit for transfer purposes. Visiting students must complete an application form, attach a photograph, and secure written approval of the institution in which he is enrolled as a regular student.

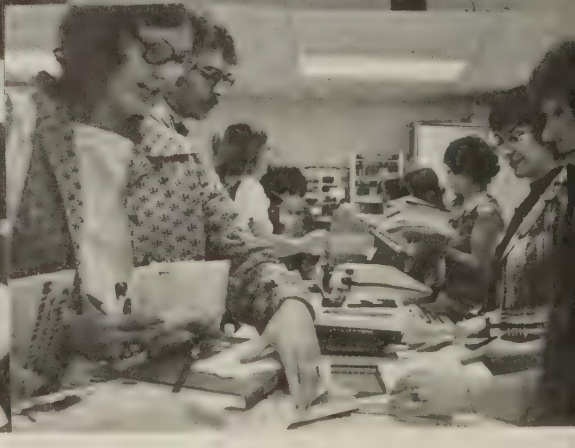
A student who has been admitted as a visiting student must follow the admission procedure required for a transfer student if he desires to attend Wilkes Community College as a regular student.

REGISTRATION

All students are urged to register on the day designated. All late registrants will be charged an additional fee of $5. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. No student will be allowed to register after "late registration ends" as printed in the school calendar.




PAPER AIRPLANE CONTEST



TUITION AND OTHER COSTS

Payable Each Quarter

Tuition (Full-time) — $33 Tuition (Part-time) — $2.75 per quarter hour

Tuition for adult and extension classes is $3 per course plus $1 parking

Activity Fee — $8 per quarter (ten hours or more), this includes the cost of yearbook, newspaper, SGA, athletics and social events.

Parking — $1 per quarter

Library Card — $1 per year

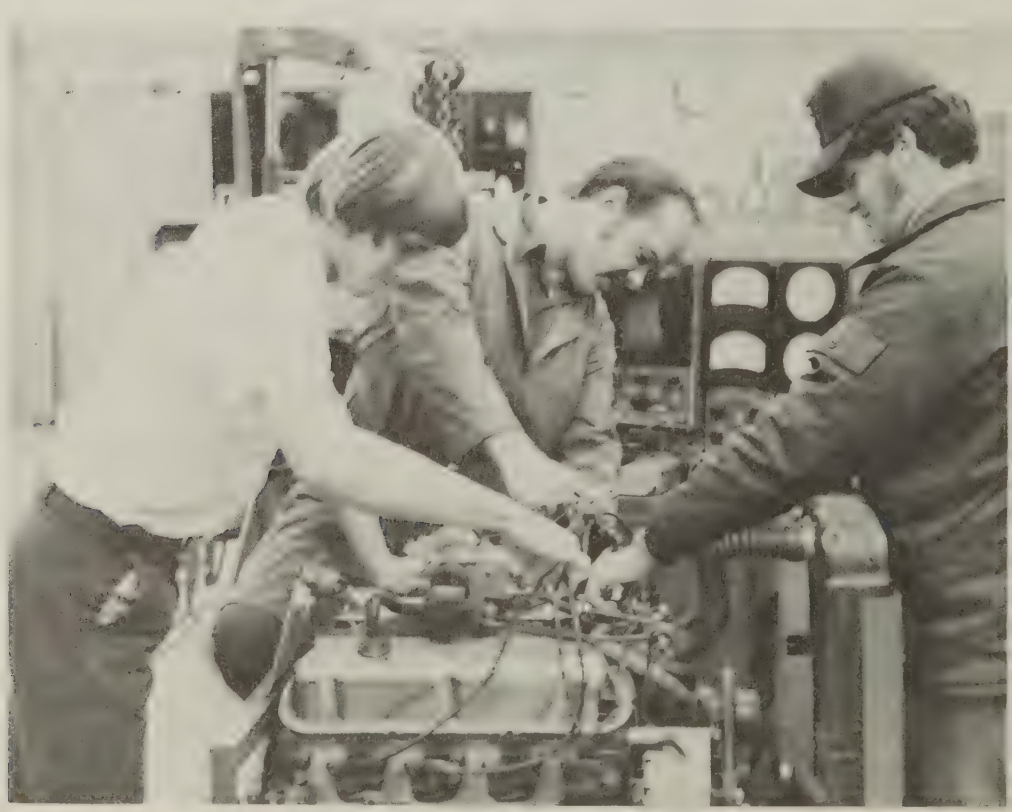
I.D. Card — $1 per year

Insurance approximately $4 per year for eight hour day-time coverage — optional

Insurance approximately $18 per year for twenty-four hour coverage — optional

Out-of-state tuition will be charged at the rate of $13.50 per quarter hour or a maximum of $162.50 per quarter.

In case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution for the cost. His grades will be withheld until proper payment is made.



ACADEMIC REGULATIONS

Course Load

Students enrolled for 12 or more quarter hours of credit applicable to their major will be considered full-time students. Students desiring to carry more than 19 credit hours must obtain permission from the Registrar or Director of Guidance Services.

Attendance

All students are expected to be present and regular in attendance for all scheduled classes. The instructor may administratively withdraw any student from class who, because of excessive absences, is unable to meet satisfactorily the objectives of the course.

Grading System

At the end of each quarter the student will receive final grades based on the following system:

	Grade	Significance	Quality Points
93 — 100	A	Superior	4 per hour
85 — 92	B	Good	3 per hour
77 — 84	C	Average	2 per hour
70 — 76	D	Poor but Passing	1 per hour
	P	Passing	0
	F	Failure	0
	I	Incomplete	0
	W	Withdrawal	0
	Y	Audit	0

An incomplete is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following quarter. If not removed within this time, the incomplete becomes a failure.

When a course is repeated only the last grade will be considered in computing the quality point average on the requirements for graduation.

The "W" grade will be given when a course is dropped after the cut off date as printed in the school calendar.

Students cannot officially drop a course during the last two weeks of the quarter.

STUDENT CLASSIFICATION

Degree Program

Freshman — a student who has earned fewer than 45 quarter hours.
Sophomore — a student who has earned 45 or more quarter hours.

Diploma Programs

All students enrolled in Vocational one-year programs are classified as freshmen.

Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

CREDIT BY EXAMINATION

A student enrolled in Wilkes Community College may obtain credit by examination for a course in which he can demonstrate the required level of proficiency based upon the objectives outlined for the course. A maximum of 30 quarter hours may be taken by examination.

The student may apply to the Office of Student Services for credit by examination. Upon the approval of the Director of the program which offers the course, the student will be assigned an instructor to give the examination for which he has not previously enrolled. The instructor, time and date of the examination will be arranged by the Program Director.

Before the examination is administered, the student must pay the Office of Administrative Services an examination fee of $10 per course.

The Program Director will report the results of the examination to the Office of Student Services within one week from the date of the examination. If the examination is passed, full credit for the course will be given and it will be listed on the student's academic record. No grades will be given for a course taken by examination for credit; however, the examination score will be above average in order to receive credit and the decision of the examining instructor will be final. Credit hours for the course will count toward graduation; however, the credit hours will not be computed in the quality point average.

Should the examination be failed, no notation will be made on the student's academic record, but the student will not be allowed to repeat the examination for credit in that particular course.

Adding and Dropping Courses

A student who finds it necessary to drop or add a course should contact the Office of Student Services and complete the "Drop-Add" form.

For courses dropped within the drop-add period, no grade will be reported. For courses dropped after the drop-add period the grade "W" will be recorded. Students cannot officially drop a course during the last two weeks of the quarter.

Withdrawal from the College

Students desiring to withdraw from the College must officially withdraw through the Office of Student Services. Students failing to officially withdraw will receive a grade of "F" in all courses for the quarter.

REFUND POLICY

Tuition refund for students will not be made unless the student is compelled to withdraw for unavoidable reasons. In such case, two-thirds (⅔) of the student's tuition will be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published by the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5) or less, except, if a course fails to materialize, all the students' tuitions will be refunded.

Student Conduct

Students will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges and personal property of others and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.

The drinking of intoxicating beverages and use of illegal drugs at Wilkes Community College will not be permitted. Any infraction of this regulation may subject the student to immediate dismissal from the College.

PROBATION AND SUSPENSION

A freshman degree student who falls below a 1.50 cumulative quality point average will be placed on academic probation for the next quarter of attendance, excluding summer school. During the probationary period the student must maintain a 1.50 quality point average on all work attempted or continue on probation.

After a degree student attempts 45 quarter hours and does not have a 1.50 cumulative quality point average, he will be placed on academic probation for the next quarter (excluding summer school). During the period of probation the student must earn a 2.00 quality point average or be suspended from the degree programs for the next quarter.

With the approval of the Admissions Committee, a student who has been suspended or is on academic probation from another institution may be accepted at Wilkes Community College for one quarter. The student will be required to carry a minimum of twelve (12) credit hours. If the student earns a 2.00 quality point average during his first quarter of enrollment he will be reconsidered by the Admissions Committee for removal of probation at Wilkes Community College. If the student does not earn a 2.00 quality point average, he will automatically be suspended from the degree programs.

A student has the right to appeal to the Admissions Committee on any academic probation or suspension.

Requirements for Graduation

1. Attain a general average of "C" in all work attempted in degree programs.
2. Complete no less than 30 quarter hours at Wilkes Community College.
3. Complete all courses specified for a program or degree.
4. Complete all financial obligations to Wilkes Community College.
5. Pay Graduation Fee of $12 (covers cost of cap and gown rental, Degree or Diploma).
6. Attend Commencement Exercises.

TRANSFER OF CREDIT TO SENIOR INSTITUTIONS

Students taking courses at Wilkes Community College should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours and the Associate in Arts Degree, the Associate in Science Degree, or the Associate in Applied Science Degree in certain senior institutions).

A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible the particular recommenda-

tions for program of study. Counselors and faculty members are prepared to advise students, but the final responsibility for elective course selection is left to the student.

Employment Placement

Assistance in locating employment is available to all Wilkes Community College students and graduates. Qualified students are referred to employers contacting the institution and the school provides facilities for employers desiring on-campus interviews.

Students are also urged to utilize the services of the Employment Security Commission which assists in job placement throughout the entire county.

Honors

The President's List is published each quarter during the academic year. A student must have a Quality Point Average of 3.25 or higher on a regular quarter's work of not less than 16 quarter hours with no incompletes and no grade below a "C".

Who's Who Among Students in American Junior Colleges

One of the most important honors a student of the College may attain is that of being named one of the selected group to be listed in a national volume known as "Who's Who Among Students in American Junior Colleges." It includes the names of students in all participating colleges in America who have been selected by their respective institutions as nominees for this honor. Campus nominating committees are instructed to consider, in making their selection, the student's scholarship, his participation and leadership in academic and extracurricular activities, his citizenship and service to the school, and his promise of future usefulness.

Commencement Marshals

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The Marshal who has the highest academic record is designated Chief Marshal.

FINANCIAL AID

Wilkes Community College believes that no person who has the ability and motivation should be deprived of a college education because of lack of funds. The College provides financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be addressed to the Vice President of Student Services, Wilkes Community College, Wilkesboro, North Carolina, unless otherwise designated. It is recommended that applications for financial aid, especially scholarships, be submitted by July 1 preceding fall enrollment in college.

SCHOLARSHIPS

W. F. Absher Memorial Scholarship
Anonymous Scholarship
Art Scholarship
Ashe County Jaycees Scholarship
B & R Sheet Metal Scholarship
Dr. Seth M. Beale Scholarship
Belk's Department Store of North Wilkesboro Scholarship
Beta Sigma Phi Sorority Scholarship
Blue Ridge Electric Membership Corporation Scholarship
W. A. Brame, Sr. and W. A. Brame, Jr. Scholarship
Mozelle E. Byrd Scholarship
Carolina Business Machines, Inc. Scholarship
Carolina Mirror Corporation Scholarship
Cashion Oil Company Scholarship
Copy Products Scholarship
Zollie C. Cox Scholarship
Delta Kappa Gamma Scholarship
E. E. and Elizabeth McNeill Eller Scholarship
Eric B. DeGroat, Jr. Scholarship
Zara P. DeVries Scholarship
Fairplains Homemakers Extension Club Scholarship
Foster Memorial Scholarship
Judge Robert M. Gambill Scholarship
Edd F. Gardner Scholarship
Gerber Baby Food Scholarship
James Gray Scholarship
Greene Brothers Scholarship
Carl W. Haigh Memorial Scholarship
Judge Johnson J. Hayes Scholarship
Henderson Flower Shop Scholarship
Albert L. Herring Scholarship
Mr. & Mrs. J. T. Higgins Scholarship

Holiday Inn Scholarship
John Palmer Horton, Jr. Scholarship
John Franklin Idol Scholarship
Jefferson-Pilot Corporation Scholarship
Jefferson Rotary Club Scholarship
Jenkins Wholesale Company Scholarship
Mr. and Mrs. Petro Kulynych Scholarship
Kiwanis Foundation Scholarship
Linville Foundation Scholarship
Mrs. Margaret R. Lovette Scholarship
Lowe's Charitable and Educational Foundation Scholarship
Lowe's Food Stores Scholarship
Lowe's Companies Scholarship
Maintenance Council of the North Carolina Motor Carriers Association Scholarship
James Martin Scholarship
Beulah H. Maury Scholarship
Herbert C. and Elizabeth C. Mayes Scholarship
Moravian Falls Woman's Club Scholarship
North Carolina National Bank Scholarship
North Wilkesboro Elks Lodge Scholarship
North Wilkesboro Junior Woman's Club Scholarship
North Wilkesboro Lion's Club Scholarship
North Wilkesboro Rotary Club Scholarship
North Wilkesboro Savings and Loan Association Scholarship
Northwest North Carolina Homebuilders Association Scholarship
The Northwestern Bank Scholarship
Optimist Club of Millers Creek Scholarship
Lt. Col. and Mrs. James F. Payne Scholarship
H. Cloyd Philpott Memorial Scholarship
Steven Reid Powell Memorial Scholarship
C. C. Pratt Scholarship
Professional Construction Estimators Association of America, Inc. Scholarship
Prospective Teachers Scholarship
Reins-Sturdivant, Inc. Scholarship
Mrs. Fleurette Schmidt Memorial Scholarship
Sentinel Insurance Agency Scholarship
Souls Unlimited for Jesus, Inc. Scholarship
Sprague Electric Company Scholarship
Frank Stafford Scholarship
T. E. Story Scholarship
Sturdivant Life Insurance Company Scholarship
Thomasville Furniture Industrial Foundation Scholarship

Charles Scott Thompson Scholarship
Travelers Protective Association Scholarship
Veterans of Foreign Wars Post No. 1142 Scholarship
Veterans Loan Fund
West Wilkes High School Faculty Scholarship
Dr. J. W. White Memorial Scholarship
Wilkes Area Poultry Association Scholarship
Wilkes Community College Bookstore Scholarship
Wilkes Community College Faculty Scholarship
Wilkes County Council of Home*Demonstration Clubs Scholarship
Wilkes County NCEA Scholarship
Wilkes Jaycettes Scholarship
Wilkes Savings and Loan Association Scholarship
Wilkesboro Business and Professional Men's Club Scholarship
Yadkin Valley Dairy Scholarship

Veteran's Educational Assistance

The Veterans' Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 21, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability or who has a total disability permanent in nature arising from a service-connected disability to receive benefits from the Veterans Administration.

Application for VA benefits should be made in the Office of Veterans Affairs or through the local VA representative. The Office of Veterans Affairs is the campus clearing house for all veterans' affairs.

Student Loans

PROSPECTIVE TEACHERS SCHOLARSHIP LOAN FUND. A State Scholarship Loan Fund is available for prospective teachers. For detailed information concerning the state loan and scholarship program, write to the Prospective Teachers Scholarship Loan Fund, State Department of Public Instruction, Raleigh, North Carolina.

INSURED STUDENT LOANS. The College Foundation, Inc. administers insured Student Loans for North Carolina residents under the provisions of the Higher Education and National Vocational Acts of 1965.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN. Established by Mary Z. Bryan in 1953 as a memorial to her husband and administered by the College Foundation, Inc. North Carolina

students may borrow up to $1,000 per year. Additional information and applications may be secured from the Office of Student Services.

College Work-Study Program

Work-Study opportunities are available to students, particularly students from low income families who are in need of the earnings from such employment to pursue a course of study. Application should be made in the Office of Student Services.

Basic Educational Opportunity Grants

The Basic Educational Opportunity Grant Program is a Federal Aid program designed to provide financial assistance to those who have established financial need by means of the BEOG application, begun a post-high school education after April 1, 1973, are enrolled at least half-time in an eligible program at an eligible college, and are United States citizens. Applications are available in the Office of Student Services.

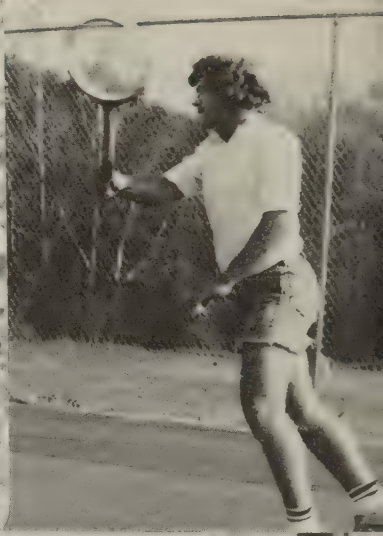
Social Security Benefits

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payments of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.

Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office.



STUDENT ORGANIZATIONS AND ACTIVITIES

Student Government Association

The Wilkes Community College Student Government Association is the impartial mediator between student and the administration. It approves charters for organizations and allocates funds for publications and student affairs. The Association conducts hearings for student violations. It provides leadership in student affairs and in the development of programs for the betterment of the College.

Publications

YEARBOOK —

The Yearbook, THE COUGAR, is a portrayal of the year's events both by picture and written word. It is compiled and edited by an appointed staff of students under the supervision of a faculty advisor.

NEWSPAPER —

The "Cougar Cry" is the school paper which is published monthly. It furnishes the students with current information on school happenings.

LITERARY MAGAZINE —

The Decameron. Any student is eligible to submit short stories, essays, poems, art work, and photography to be considered for publication by the editorial board. *The Decameron* is published several times a year.

Circle K

Circle K is a service organization sponsored by the local Kiwanis Club for college men and women which develops future leaders and citizens whose philosophy is founded on freedom, initiative, the American and Canadian heritage, and unselfish service to others.

Student National Education Association

The S.N.E.A. is the student branch of the National Education Association, the largest professional teacher organization in the world. The main goals of the Student National Education Association are to develop an interest in better education and in better professional methods and attitudes. It helps prepare more alert students today for better teachers tomorrow.

Phi Beta Lambda

Phi Beta Lambda is a national organization of college or university

students enrolled in one or more business subjects. Its purpose is to improve scholarship and develop qualities that will enable young men and women to participate effectively in business, professional, and community life. Activities of Wilkes Community College's Sigma Iota Chapter are designed for educational and social value.

Athletics and Intramural Activities

The College participates in intercollegiate basketball, golf, and tennis. A number of intramural competitions are organized under the auspices of the Department of Physical Education. Additional activities will be added as needs develop and finance and physical plant resources permit.

Cheerleaders

The purpose of the Cheerleaders of Wilkes Community College is to promote school spirit, conduct pep rallies, support the team and to attend all games possible. Any full-time student with an overall "C" average is eligible to be a member of the Cheerleading squad through selection by tryout.

Cougarettes

The Cougarettes are a drill team whose purpose is to help promote school spirit by performing at pep rallies and games. Any full-time student with an overall "C" average is eligible to be a member of the Cougarettes upon selection by tryout.

Veterans Club

Members must be veterans of at least six months active duty or must be receiving VA benefits under the War Orphan's Educational Assistance Act. Its purpose is to provide information for incoming Veterans concerning VA benefits, assist them in finding living quarters, and to focus their efforts and opinions for the benefit of the College.

The Black Organization of Student Services

The purpose of the Black Organization of Student Services is to promote identity and unity among Black students of Wilkes Community College, to promote good will and brotherhood within the College community, and to obtain recognition and representation for Black students in all forms of student activity. Any student who is enrolled in Wilkes Community College, providing he is accepted by 2/3 vote of the members in good standing, is eligible for membership.

King's Men Chess Club

The Chess Club was organized to encourage and maintain interest in Chess. This organization offers help in learning more about the game, and gives practice to participants. Competition among its members and with teams from other schools is an important objective of this club. The club plans to sponsor an annual tournament for the Wilkes County Championship. Beginners are invited.

The College Theatre

The College Theatre is a college-community activity which presents a series of productions on a year-round basis. Students taking part in acting, directing, or technical roles are selected by audition and are registered for credit under appropriate course designations.

Mu Alpha Theta

Mu Alpha Theta is a club designed primarily for those students who are interested in math or math-related careers.

OFFICE OF ADMINISTRATIVE SERVICES

The success of the educational programs of a college depends, in part, upon the adequacy of the administration of its business and financial operations. All financial transactions and plant management are carried out in the Office of Administrative Services.

Services which benefit students and staff directly or indirectly are many and diversified. Students come in contact with the Office of Administrative Services when paying tuition and fees as well as collecting from scholarships or state loans. This office also is responsible for providing, at low cost, a limited food source through vending machines and the College Bookstore with up-to-date texts and needed supplies.

Other services provided for are housekeeping (inside and out), maintenance, traffic control and the beautification of the grounds. These services are always noticed, especially if the service is not as it should be. Wilkes Community College takes pride in trying to keep the plant and campus immaculate.

The College solicits and expects the cooperation of each student, faculty member and staff member in making it a more attractive institution in which to obtain an education.

Student Commons

The Student Commons, or the "Student Lounge" may be a more appropriate name, is the space provided for students and staff for the few minutes of leisure time one may have. Vending machines are also located here with tables and chairs for comfort.

It is expected by the Student Government Association and the administration, that students DEPOSIT TRASH AND WASTE PAPER IN THE CANS provided when finishing eating. This leaves a nice clean table for the next one to use.

Class Rings

Students enrolled in any college program are eligible to purchase class rings. Dates the representative will be at Wilkes Community College Bookstore to take orders will be posted on the bulletin board.

College Bookstore

The College maintains a bookstore on campus where students may purchase textbooks and college supplies. Hours for the operation of the bookstore are posted.

Insurance

A low-cost accident and hospitalization insurance plan is available to students. The College recommends strongly that students purchase the insurance protection at the time of registration. Some programs, because of their nature, may require additional insurance. Information regarding the insurance plan is available in the Office of Administrative Services.

Identification Cards

Student identification cards are issued during registration. Students are required to present ID cards for admission to college activities and before voting in student elections. The cost of the ID Card is $1.

Parking

Parking permits are required to be purchased at the time of initial registration. A parking fee of $1 per quarter for each vehicle operator is charged and payable in the business office. Extra permits are issued for $ .25 each for second cars.

Definite areas on the campus have been designated for student parking; therefore, students should not park in any other areas, such as visitors lot, faculty, and administrative areas. Persons improperly parked shall be fined. A traffic control officer is on duty daily in order to insure the smooth and safe flow of traffic.

Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students' use.

College Property

The furniture and equipment located at the College belongs to the State Board of Education; therefore, the College is the custodian of it. All students and staff are requested to help take care of the equipment while using it. If anyone maliciously damages equipment, he will be liable for payment, and students may be permanently dismissed from college.

Waiver of Responsibility

The College is in no way responsible for the quality of work performed or damages sustained in such departments as automotive or diesel mechanics. Work in such departments is performed by students as a learning experience and, therefore, the College is not liable.

DIVISION OF LEARNING RESOURCES

The Division of Learning Resources brings the print and nonprint learning resources together. Components are the library, instructional media, learning laboratory, audio-visual equipment and media production.

The different formats of man's knowledge require the Division of Learning Resources to provide the services of collecting, organizing and disseminating the media. To assure that essential services are given, there is a professional and supportive staff.

The Division of Learning Resources is located in the Northwest wing of Thompson Hall on two levels and in room 322 in the Hayes building. The instructional media division, located on the first level, has media available to meet individual differences or to challenge the student beyond his classroom instruction. Media and instruction are provided for persons studying for the GED. There is a collection of disc recordings, cassettes, tapes, 16 mm films, film loops, film-strips, and slides.

The second floor houses the print media which includes 30,000 volumes of books, bound periodicals, microfilm and more than 300 current periodicals and newspapers. The library is in the process of building an extensive collection on local and area history including microfilm of Wilkes County documents, bound local newspapers dating from 1890, books written by local authors, and media concerning Northwest North Carolina. Professional educational media are available. The technical processing area is in the library. Equipment that circulates is controlled through the library. Teaching of individualized or group library skills is a function of the library staff.

The Division of Learning Resources has a seating capacity of 224 with study arrangements to meet individual and group needs. The arrangement includes cushioned chairs, tables, carrels, listening areas, group study divisions, and lounge furniture.

Through the students, faculty and community usage, the Division of Learning Resources evolves from a storer of multimedia to a mover and developer of the media for enjoyment, enrichment, and instructional purposes.

COLLEGE TRANSFER DIVISION

The College Transfer Division provides an opportunity for persons in the community which it serves to experience a two-year program of credit courses. These credits are transferable to senior institutions for those who wish to pursue further education, or will satisfy the requirements for the Associate Degrees awarded by the College.

The range of offerings is maintained as broad as necessary to meet the needs of students. Departments of English, Humanities, Mathematics/Science, and Social Sciences are organized to develop innovative procedures, present course materials, and provide effective teaching which is related to the capabilities and objectives of the student and the college.

The course offerings are also open to interested members of the community who wish to enrich their personal lives by keeping abreast of current ideas or by expanding their store of knowledge. Some classes meet in the evening, and others are planned for future development as the demand increases, with the expectation that an Associate Degree can be earned by those in full-time employment.

Students who intend to transfer credit to a senior institution to complete a baccalaureate degree program should inform themselves of the requirements of the particular college to which they intend to apply. The counseling program at Wilkes Community College is competent and available to assist the student. Usually if a student completes the requirements for the Associate in Arts Degree or the Associate in Science Degree there is little difficulty in transferring to a senior institution.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 96 quarter hours of credit with an average of "C" or better. These ninety-six hours will include the following:

COURSE		*CREDIT*
ENGLISH		
ENG 111, 112, 113		9
NOTE: ENG 100 must be taken during first year unless proficient.		
HUMANITIES		15
LITERATURE	6	
ART, DRA, HUM, MUS (at least 3 hours)	3	
REL, PHI (at least 3 hours)	3	
ENG 200	3	
MATHEMATICS*		6
MAT 111, 112, or		
MAT 116, 117, 118 or		
MAT 211, 212, 213		
SCIENCE		12
BIO 111, 112, 113		
PHS 111, 112, 113		
CHM 111, 112, 113		
PHY 111, 112, 113		
HISTORY, SOCIAL OR BEHAVIORAL SCIENCE		18
HIS 111, 112, 113		
(Three courses selected from at least two of the following)		
HIS, POL, ECO		
SOC, PSY, GEO		
PHYSICAL EDUCATION		3
Three Activities		
ELECTIVES		33
		96

*The requirement can be met by any of these offerings. Admission is determined by preparation and placement tests.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

If the student chooses to be a candidate for the Associate in Science Degree, the following requirements must be met instead of those listed for the Associate in Arts Degree.

COURSE		*CREDIT*
ENGLISH		9
ENG 111, 112, 113		
NOTE: ENG 100 must be taken during first year unless proficient.		
HUMANITIES		9
ART, DRA, HUM, MUS, LITERATURE (At Least 3 Hours)	3	
REL, PHI (at least 3 hours)	3	
ENG 200	3	
MATHEMATICS		24
MAT 116, 117, 118		
MAT 211, 212, 213		
SCIENCE		24
BIO 111, 112, 113		
PHS 111, 112, 113		
CHM 111, 112, 113		
PHY 111, 112, 113		
HISTORY, SOCIAL OR BEHAVIORAL SCIENCE		9
HIS 111, 112, 113		
PHYSICAL EDUCATION		3
Three Activities		
ELECTIVES		18
		96

OCCUPATIONAL EDUCATION PROGRAMS

Occupational Education Programs are specifically designed as terminal career courses of study leading to the Associate in Applied Science Degree. A most important contribution of Wilkes Community College is its continuing emphasis upon occupational education programs.

Traditional four-year collegiate programs are not suited for everyone. The commitment of Wilkes Community College is to provide the right kind of education for an individual; to provide the kind of education that meets needs and interests within the means to pay for it.

Critical manpower shortages exist within the service area of the College as well as outside of its environs. Through intensive study in a specific occupational area, the student prepares himself for immediate employment. The needs of an individual as a student can be programmed to meet any exigency.

The demands for graduates of Occupational Education Programs far exceeds the number available. Graduates receive the necessary understanding and abilities to enjoy an attractive level of income.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

TO16 - Accounting
T126 - Agricultural Science
T017 - Agricultural Science and Mechanization
TO27 - Building Construction
TO18 - Business Administration
TO22 - Business Data Processing
T115 - Counselor Associate
T003 - Diesel & Equipment
TO73 - Early Childhood Specialist
T103 - Environmental Science
T005 - Food Science
T009 - Horticulture
T025 - Hotel-Restaurant Management
T049 - Industrial Management
T010 - Poultry and Livestock
T141 - Postal Service
T030 - Secretarial Science
T107 - Social Services Associate

ACCOUNTING TECHNOLOGY

The Accounting Technology Curriculum is designed to prepare students in accounting theories and skills essential for entry into the accounting profession.

Objectives of this curriculum are to develop a knowledge and understanding of the principles of organization and management, and to enable the student to acquire competence in the fundamentals of accounting, analysis of financial statements, and effective communications for business.

ACCOUNTING T-016

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing Through Perception	3
BUS	0111	Business Mathematics	3
BUS	0120	Accounting I	4
EDP	0104	Introduction to Data Processing Systems	3
		Elective	3
PED			1
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing Through Rhetoric	3
BUS	0115	Business Law I	3
BUS	0121	Accounting II	4
BUS	0123	Business Finance	3
		Elective	3
PED			1
			17

SPRING QUARTER

ENG	0103	Report Writing	3
BUS	0110	Office Machines I	3
BUS	0122	Accounting III	3
BUS	0229	Taxes	4
		Elective	3
PED			1
			17

NOTE: ENG 0100 must be taken during first year unless proficient.

FALL QUARTER

ENG	0200	Oral Communications	3
BUS	0222	Accounting IV	5
BUS	0235	Principles of Management	3
ECO	0102	Principles of Economics I	3
		Elective	3
			17

WINTER QUARTER

BUS	0200	Business Communications	3
BUS	0223	Accounting V	5
BUS	0225	Cost Accounting	4
ECO	0103	Principles of Economics II	3
			15

SPRING QUARTER

BUS	0269	Auditing	4
BUS	0272	Personnel Management	3
ECO	0104	Principles of Economics III	3
PSY	0206	Applied Psychology	3
		Elective	3
			16

AGRICULTURAL SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION

This curriculum is designed to develop the basic skills needed to successfully operate and manage an agricultural program involving commercial crops, poultry, and livestock. Emphasis is placed upon mechanization as well as managerial skills. Technical specialty courses are offered throughout the curriculum to enable students to develop the specific skills related to an actual farming situation.

There is an increasing need for trained personnel in the areas of Agricultural Science and Mechanization. Sophisticated farming methods and increased capital requirements have elevated farming to big business status, thus, increasing the need for greater efficiency in farm management and production. Graduates of Agricultural Science and Mechanization should be able to function effectively in farm operation and management. They will have specific skills in the following areas: Building Construction and Repair, which includes: Carpentry, Masonry, Electrical Wiring, Plumbing, and Welding; Agronomy, Animal Science, Marketing, and Mechanization.

The satisfactory completion of a minimum of eighteen (18) hours of general education in addition to the technical specialties lead to an Associate in Applied Science Degree.

AGRICULTURAL SCIENCE AND MECHANIZATION T-017

			QUARTER HOURS CREDIT
FALL QUARTER			
AGR	0101	Farm Machinery Operation and Maintenance	5
AGR	0102	Farm Records and Taxes	4
			9
WINTER QUARTER			
AGR	0103	Farm Welding	5
AGR	0185	Soil Science	4
			9
SPRING QUARTER			
AGR	0201	Agricultural Chemicals	4
AGR	0106	Farm and Home Construction	5
			9

			QUARTER HOURS CREDIT
SUMMER QUARTER			
AGR	0107	Farm Electrification	5
AGR	0108	Farm Electrification Workshop	4
			9
FALL QUARTER			
AGR	0109	Agricultural Mechanics	5
AGR	0111	Internal Combustion Engines I	4
			9
WINTER QUARTER			
BIO	0290	Conservation of Natural Resources	4
AGR	0118	Small Engines	5
			9
SPRING QUARTER			
AGR	0226	Swine Production	4
AGR	0205	Agricultural Marketing	5
			9
SUMMER QUARTER			
AGR	0202	Livestock Housing and Equipment	4
AGR	0203	Fruit and Vegetable Production	5
			9
FALL QUARTER			
AGR	0227	Beef Production	4
AGR	0206	Farm Machinery Repair	5
			9
WINTER QUARTER			
AGR	0228	Livestock Diseases and Parasites	4
AGR	0207	Poultry Enterprises	5
			9
SPRING QUARTER			
AGR	0208	Pastures and Forage Crops	4
AGR	0209	Agricultural Programs and Agencies	5
			9
SUMMER QUARTER			
AGR	0210	Farm Forest Management	5
AGR	0230	Dairy Production	4
			9

AGRICULTURAL SCIENCE

The Agricultural Science curriculum is a program designed to prepare persons for agricultural employment. Graduates of the program receive an Associate in Applied Science Degree. The curriculum includes technical specialty and general education courses. Instructional activities include theory classes, laboratory work, as well as shop instruction. Graduates of the program should be able to find employment as a farm manager or operator as well as positions in various agricultural agencies and industry.

AGRICULTURAL SCIENCE T-126

			QUARTER HOURS CREDIT
FALL QUARTER			
AGR	0101	Farm Machinery Operation and Maintenance	5
AGR	0102	Farm Records and Taxes	4
			9
WINTER QUARTER			
AGR	0103	Farm Welding	5
AGR	0185	Soil Science	4
			9
SPRING QUARTER			
AGR	0201	Agricultural Chemicals	4
AGR	0106	Farm and Home Construction	5
			9
SUMMER QUARTER			
AGR	0107	Farm Electrification	5
AGR	0108	Farm Electrification Workshop	4
			9
FALL QUARTER			
AGR	0109	Agricultural Mechanics	5
AGR	0111	Internal Combustion Engines I	4
			9
WINTER QUARTER			
BIO	0290	Conservation of Natural Resources	4
AGR	0118	Small Engines	5
			9

SPRING QUARTER			*QUARTER HOURS CREDIT*
AGR	0226	Swine Production	4
AGR	0205	Agricultural Marketing	5
			9
SUMMER QUARTER			
AGR	0202	Livestock Housing and Equipment	4
AGR	0203	Fruit and Vegetable Production	5
			9
FALL QUARTER			
AGR	0227	Beef Production	4
AGR	0206	Farm Machinery Repair	5
			9
WINTER QUARTER			
AGR	0228	Livestock Diseases and Parasites	4
AGR	0207	Poultry Enterprises	5
			9
SPRING QUARTER			
AGR	0208	Pastures and Forage Crops	4
AGR	0209	Agricultural Programs and Agencies	5
			9
SUMMER QUARTER			
AGR	0210	Farm Forest Management	5
AGR	0230	Dairy Production	4
			9
FALL QUARTER			
ENG	0111	Composition	3
		Social Science	3
ENG	0200	Oral Communications	3
			9
WINTER QUARTER			
ENG	0112	Composition	3
ENG	0103	Report Writing	3
		Social Science	3
			9

BUILDING CONSTRUCTION TECHNOLOGY

The building trades compose the largest group of skilled workers in the United States. Altogether there are over 2.5 million men and women employed by industry with shortages projected in supervisory, carpentry, masonry, estimating, and drafting skills. This curriculum provides the necessary basic background and related theory to train technicians who will work with skilled craftsmen and engineers in performing the various functions included in the construction field. Heavy emphasis is placed on skills development throughout the program. Graduates of the two-year building construction program will be awarded an Associate in Applied Science Degree. The college maintains membership in the North Carolina Home Builders Association. An active Advisory Committee, composed of local contractors and leaders in the construction industry, insures the curriculum is realistically oriented toward the usefulness of graduates in the construction industry.

BUILDING CONSTRUCTION T-027

FALL QUARTER			*QUARTER HOURS CREDIT*
MAT	0119	Construction Mathematics I	3
CON	0101	Construction I	8
ENG	0111	Composition: Writing through Perception	3
		Elective	3
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
DFT	0120	Construction Drafting I	3
ENG	0112	Composition: Writing through Rhetoric	3
CON	0102	Construction II	8
			14

SPRING QUARTER			
MAT	0120	Construction Mathematics II	3
ENG	0103	Report Writing	3
CON	0103	Construction III	8
		Elective	3
			17

NOTE: ENG 100 must be taken during first year unless proficient.

**SUMMER QUARTER*			
CON	0200	Construction Internship	4

FALL QUARTER			
CON	0201	Electrical Wiring Systems	4
CON	0204	Construction Surveying	5
CON	0205	Construction Documents	4
ENG	0200	Oral Communications	3
			16

WINTER QUARTER			
CON	0206	Construction Planning and Estimating I	5
CON	0209	Structures	4
CON	0202	Plumbing Structures	4
		Elective (Social Science)	3
			16

SPRING QUARTER			
CON	0207	Construction Planning and Estimating	5
CON	0203	Construction Materials and Methods	4
		Elective	3
		Elective (Social Science)	3
			15

**Student may exit with diploma at end of summer quarter.*

BUSINESS ADMINISTRATION TECHNOLOGY

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. The graduate of this curriculum is prepared to perform administrative work encountered in the average business. Areas in which positions are available include: advertising, banking, credit, finance, retailing, wholesaling, travel industry, insurance, transportation, and communications.

The Business Administration Curriculum is the core for other career options. Through careful selection of electives, the student may earn a concentration in either Banking and Finance or Insurance Administration while obtaining the Business Administration degree. A minimum of nine quarter hours in each of these options is necessary to qualify for the concentration.

BUSINESS ADMINISTRATION T018

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing Through Perception	3
BUS	0111	Business Mathematics	3
BUS	0120	Accounting I	4
EDP	0104	Introduction to Data Processing Systems	3
		Elective	3
PED			1
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing Through Rhetoric	3
BUS	0110	Office Machines I	3
BUS	0115	Business Law I	3
BUS	0121	Accounting II	4
		Elective	3
PED			1
			17

SPRING QUARTER

ENG	0103	Report Writing	3
BUS	0122	Accounting III	3
BUS	0123	Business Finance	3
BUS	0229	Taxes	4
		Elective	3
PED			1
			17

NOTE: ENG 0100 must be taken during first year unless proficient.

FALL QUARTER

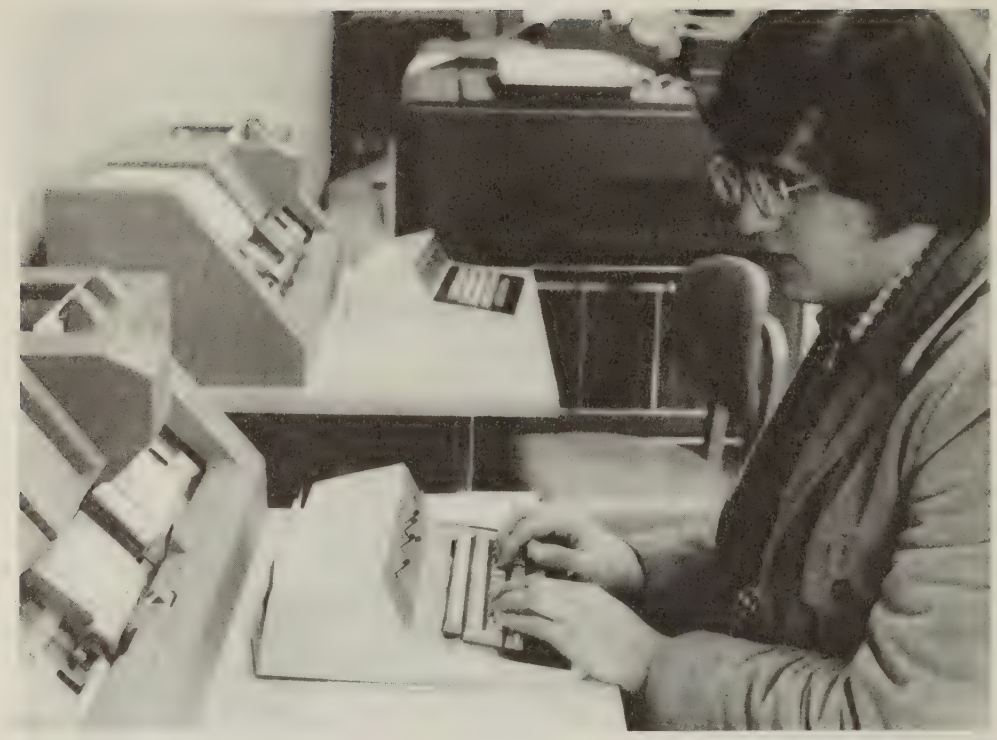
ENG	0200	Oral Communications	3
BUS	0235	Principles of Management	3
BUS	0239	Principles of Marketing	3
ECO	0102	Principles of Economics I	3
		Elective	3
			15

WINTER QUARTER

BUS	0200	Business Communications	3
BUS	0243	Advertising	3
ECO	0103	Principles of Economics II	3
		Elective	6
			15

SPRING QUARTER

BUS	0232	Sales Development	3
BUS	0272	Personnel Management	3
ECO	0104	Principles of Economics III	3
PSY	0206	Applied Psychology	3
		Elective	3
			15



BUSINESS DATA PROCESSING TECHNOLOGY

The Business Data Processing Curriculum is designed to teach the student basic computer programming concepts and technology. The student will learn to define the problems and write a computer program in one of several programming languages to solve the problem.

BUSINESS DATA PROCESSING T022

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing Through Perception	3
BUS	0111	Business Mathematics or elective if proficient	3
EDP	0104	Introduction to Data Processing Systems	3
MAT	0101	Technical Mathematics	3
		Elective	3
PED			1
			16

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing Through Rhetoric	3
BUS	0120	Accounting I	4
EDP	0107	Introduction to Fortran IV	3
MAT	0121	Data Processing Mathematics	3
		Elective	3
PED			1
			17

SPRING QUARTER

ENG	0103	Report Writing	3
BUS	0121	Accounting II	4
EDP	0108	Introduction to Computer Systems	3
EDP	0110	Business Programming I (RPG II)	4
PSY	0206	Applied Psychology	3
PED			1
			18

NOTE: ENG 0100 must be taken during first year unless proficient.

FALL QUARTER

ENG	0200	Oral Communications	3
BUS	0122	Accounting III	3
EDP	0111	Business Programming II (Adv. RPG II)	4
EDP	0220	Assembly Language	4
		Elective	3
			17

WINTER QUARTER

BUS	0110	Office Machines I	3
BUS	0225	Cost Accounting	4
EDP	0204	Introduction to Software Systems	2
EDP	0207	Business Programming III (COBOL)	4
MAT	0214	Statistics I	3
			16

SPRING QUARTER

BUS	0272	Personnel Management	3
EDP	0208	Business Programming IV (Adv. COBOL)	4
EDP	0216	Research Project	3
MAT	0215	Statistics II	3
		Elective	3
			16

COUNSELOR ASSOCIATE

The Counselor Associate Curriculum is a two-year educational program designed to prepare people for a career in paraprofessional counseling and guidance services. Paraprofessionals employed in educational and human service agencies perform multiple roles in providing services to people. These include working directly with students or clients, doing clerical work as well as preparing and organizing educational materials that may be used in guidance services. Using a competency based approach to learning, the student is involved in actual on-the-job learning experiences as a part of his preparation. Class work and laboratory courses are also well planned so that each experience yields maximum understanding and improves the skills of the student.

The responsibilities of a Counselor Associate include both direct and indirect helping relationships, depending on his particular place of employment. He may be involved in such things as interviewing, testing, vocational and educational counseling, referrals, personnel records, group work, and some routine clerical tasks. Basically, his job is to help provide better and more efficient guidance and counseling services to counselees being served.

COUNSELOR ASSOCIATE T-115

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing Through Perception	3
EDU	0140	Introduction to Personnel Services	3
PSY	0214	Introduction to Psychology	3
PED			1
		Electives	6
			16

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing Through Rhetoric	3
EDU	0141	Group Methods and Processes	3
EDU	0201	Seminar Practicum	2
PED			1
		Electives	6
			15

SPRING QUARTER

ENG	0113	Composition: Writing Through Research	3
EDU	0142	Counseling Techniques	3
EDU	0202	Seminar Practicum	2
PED			1
		Electives	6
			15

NOTE: ENG 100 must be taken during first year unless proficient.

FALL QUARTER

ENG	0200	Oral Communications	3
		Elective	3
EDU	0243	Occupational Educational Information	3
EDU	0203	Seminar Practicum	2
		Electives	6
			17

WINTER QUARTER

EDU	0244	Administration of Tests	3
PED	0210	Personal and Community Health	3
EDU	0204	Seminar Practicum	2
		Electives	9
			17

SPRING QUARTER

EDU	0245	Community Resources	3
EDU	0205	Seminar Practicum	2
SOC	0211	Introduction to Sociology	3
		Electives	8
			16

DIESEL AND EQUIPMENT TECHNOLOGY

The Diesel and Equipment Technology is designed to help the student acquire the basic understanding and knowledge needed to become a skilled technician who understands the complexities of the internal combustion engine, multi-speed transmissions, hydraulic systems, diesel fuel injection system and many other essential components.

The program is enriched by the addition of general education courses to include communication skills, mathematics, physics, and electives.

A variety of interesting, challenging career opportunities is offered by the trucking industry and farm equipment dealers.

The rapidly expanding trucking industry and widespread use of modern machinery has created employment opportunities in maintenance of trucks and agricultural equipment, sales, service, finance, and sales departments.

The successful graduate will be awarded an Associate in Applied Science degree. An active Advisory Committee, composed of leaders in the field, insures the curriculum is realistically oriented toward the usefulness of graduates of this program.

DIESEL AND EQUIPMENT TECHNOLOGY T-003

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
MAT	0101	Mathematics I	3
MEC	0111	Power Mechanics I: Welding, Engines, Farm Machinery	8
		Elective	3
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
PHY	0103	Physics: Electricity	4
ENG	0112	Composition: Writing through Rhetoric	3
MAT	0102	Mathematics II	3
MEC	0112	Power Mechanics II: Electrical, Fuels, Engines, Hydraulics	8
			18

SPRING QUARTER			
PHY	0102	Physics: Work, Energy, Power	4
ENG	0103	Report Writing	3
MEC	0113	Power Mechanics III: Electrical, Fuels, Engines, Small Engines	8
			15

NOTE: ENG 100 must be taken during first year unless proficient.

SUMMER QUARTER			
MEC	0200	Internship	4

FALL QUARTER			
ENG	0200	Oral Communications	3
MEC	0210	Machine Operation/Welding	6
MEC	0211	Diesels I	6
			15

WINTER QUARTER			
MEC	0212	Diesels II	6
MEC	0221	Chassis Suspension and Power Systems	6
		Elective (Social Science)	3
			15

SPRING QUARTER			
AHR	0203	Air Conditioning	4
MEC	0215	Diesels III	6
MEC	0220	Parts and Service Management	3
		Elective (Social Science)	3
			16

EARLY CHILDHOOD SPECIALIST

The Early Childhood Specialist curriculum is a two-year program designed to prepare men and women for gainful employment in the fields of Early Childhood Education and Child Development.

The curriculum offers students two exit points as well as the option of preparing for a career as a paraprofessional in Early Childhood Education or meeting the transfer requirements of a senior college or university upon graduation.

Students interested in acquiring the basic skills needed to be a competent assistant in a child care program may complete the first three quarters of the program and receive a certificate as a Child Care Worker. Students who complete the second year of the program will be qualified after additional experience to enter more advanced paraprofessional positions which require greater responsibility and technical competence in child development institutions. Two options are offered in the two-year program. Those students interested in preparing for a career as a paraprofessional may take courses that lead to the Associate in Applied Science degree, while those students interested in additional preparation at a senior college or university may meet the requirements for the Associate in Arts degree by carefully selecting electives.

The Associate in Applied Science Curriculum is composed of core courses as well as elective courses. Elective courses permit students to select courses that best suit their needs and interests. This flexible approach to learning gives a personalized approach to developing individual competencies and skills necessary for a career in Early Childhood Education.

The Associate in Arts Option provides the student the opportunity of meeting the transfer requirements of the senior college or university of his or her choice as well as develop competence in working with young children during the first two years of college.

Job titles vary with different agencies and schools. Some of the terms used are educational assistant, teacher aide, child care worker, early childhood specialist, auxiliary educational personnel; still others use assistant teacher or just teacher. Employment opportunities for early childhood education assistants are found in:

1. Kindergarten programs
2. Day Care and Child Development Centers
3. Private or cooperative nurseries and prekindergarten agencies
4. Head Start programs
5. Institutions for exceptional children
6. Hospitals and 24-hour care units

EARLY CHILDHOOD SPECIALIST T-073
ASSOCIATE IN APPLIED SCIENCE

			QUARTER HOURS CREDIT
FALL QUARTER			
ENG	0111	Composition: Writing through Perception	3
PED			1
PSY	0203	Human Growth and Development I	3
MUS	0216	Creative Music for the Early Childhood Education Teacher	4
		Elective*	6
			17
WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
PED			1
PSY	0204	Human Growth and Development II	3
MUS	0217	Music Methods for the Early Childhood Education Teacher	4
		Elective*	6
			17
SPRING QUARTER			
ENG	0113	Composition: Writing Through Research	3
PED			1
PSY	0205	Human Growth and Development III	3
ART	0151	Creative Activities	4
		Elective*	6
			17
FALL QUARTER			
ENG	0200	Oral Communications	3
PED	0208	Physical Activities for Children	3
		Elective*	9
			15
WINTER QUARTER			
MAT	0114	Mathematical Concepts for Teachers of Young Children	3
PED	0210	Personal and Community Health	3
		Elective*	9
			15

SPRING QUARTER

BIO	0108	Life Science Experiences for Young Children	4
EDU	0206	Seminar-Practicum	3
		Elective*	9
			16

* Associate in Applied Science degree candidates must select 18 quarter hours from the following: EDU 0103, 0201, 0202, 0203, 0204, 0205, 0209, ENG 0217, PSY 0207, SOC 0210, 0213.

Associate in Arts degree candidates must take the following: PHI 0211, MAT 0111, 0112, PHS 0111, 0112, 0113, HIS 0111, 0112, 0113, GEO 0101, ENG 0231, 0232.

FOOD AND ENVIRONMENTAL SCIENCE TECHNOLOGIES

Food and Environmental Science Technology is a two-year college level program designed to prepare men and women for employment in the Food and Environmental Science field. The core curriculum gives students two options for specialization at the end of the first year. These include: Food Science Technology and Environmental Science Technology. Laboratory experiences are coordinated with class activities throughout the curriculum to provide an instructional program that is relative to the skills needed in the Food and Environmental Science field.

Employment Opportunities:

The Food Science Technician works primarily in six main areas: (1) As food buyers for processors, supermarket chains or others requiring trained persons to do the purchasing. (2) In the production of foods at various levels. (3) In quality control and product development work. (4) In sales of foods, which involves advertising and marketing at several levels. (5) In jobs related to foods requiring persons trained in these areas. (6) In governmental inspection to insure that quality foods reach the consumer.

The Environmental Science Technician works primarily in the following areas: Air, Water, and Effluent Pollution control. There is a tremendous need for Environmental Science Technicians who can utilize various methods to increase our supply of fresh air and water. Specific job opportunities are available through various governmental agencies as well as private industry. Examples of job positions that exist are the following: Sanitation Technician, Water Safety Technician, and Environmental and Sanitation Inspectors.

ENVIRONMENTAL SCIENCE TECHNOLOGY T-103

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
FES	0101	Food and Environmental Science I	4
CHM	0111	General Chemistry I	4
PED			1
		Elective	4
			16

			QUARTER HOURS CREDIT
WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
FES	0102	Food and Environmental Science II	4
CHM	0112	General Chemistry II	4
PED			1
		Elective	4
			16
SPRING QUARTER			
ENG	0103	Report Writing	3
CHM	0113	General Chemistry III	4
BIO	0174	Microbiology I	4
PED			1
		Elective	4
			16

NOTE: ENG 100 must be taken during first year unless proficient.

SUMMER QUARTER			
FES	0200	Internship	4
FALL QUARTER			
ENG	0200	Oral Communications	3
BIO	0176	Microbiology II	4
FES	0201	Elements of Environmental Sanitation	4
		Electives	6
			17
WINTER QUARTER			
FES	0202	Water Sampling and Analysis	4
FES	0203	Air Sampling and Analysis	4
CHM	0230	Chemical Pollution and Control	4
		Elective	3
			15
SPRING QUARTER			
BIO	0178	Microbiology III	4
FES	0220	Wastewater Sampling and Analysis	4
FES	0221	Pest and Solid Waste Control	4
		Elective	4
			16

FOOD SCIENCE TECHNOLOGY T-005

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
FES	0101	Food and Environmental Science I	4
CHM	0111	General Chemistry I	4
PED			1
		Elective	4
			16

WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
FES	0102	Food and Environmental Science II	4
CHM	0112	General Chemistry II	4
PED			1
		Elective	4
			16

SPRING QUARTER			
ENG	0103	Report Writing	3
CHM	0113	General Chemistry III	4
BIO	0174	Microbiology I	4
PED			1
		Elective	4
			16

NOTE: ENG 100 must be taken during first year unless proficient.

SUMMER QUARTER			
FES	0200	Internship	4

FALL QUARTER			
ENG	0200	Oral Communications	3
BIO	0176	Microbiology II	4
FES	0204	Food Analysis	4
		Electives	6
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
FES	0216	Food Processing — Meats	4
FES	0212	Food Processing — Dairy Products	4
FES	0226	Food Borne Illnesses	3
		Elective	4
			15

SPRING QUARTER			
BIO	0178	Microbiology III	4
FES	0214	Food Processing — Fruits and Vegetables	4
FES	0218	Food Processing — Poultry	4
		Elective	4
			16

HORTICULTURE TECHNOLOGY

The Horticulture Technology is a two-year college level program designed to prepare men and women for employment in the horticultural field. The curriculum gives students training in Turf-Grass Management, Greenhouse-Nursery Management, and Landscape Development Technology. Laboratory experiences are coordinated with class activities throughout the curriculum to provide an instructional program that is relative to the skills needed in the horticulture technology field.

EMPLOYMENT OPPORTUNITIES:

The Turf-Grass Technician

The Turf-Grass Technician may find work in three general areas: The private sector; which involves all facets of planning execution and maintenance of public lands such as parks, playing fields, golf courses, and other recreational areas. There are also other areas such as sod production, turf-grass seed production, irrigation, transportation, the sale of pesticides and lawn equipment where the turf-grass technician would be in demand.

The Greenhouse-Nursery Operation Technician

The Greenhouse-Nursery Operation Technician works in three main areas of nursery operation. The largest and most appealing is the field of growing plants. The second area might be called middle management, involving the planning and direction of activities in the nursery, and the third is the marketing and selling of products.

The Landscape Development Technician

The Landscape Development Technician may work in three general areas. First, landscape planning—before landscaping can be done, proper plans must be prepared, and this involves landscape technology. The technician prepares lists of materials, sketches, planting plans and estimate of costs of landscaping property. The second area is landscape construction where the technician again exercises planning and drafting techniques, and can perform the actual work for landscape contractors. The third area is individual proprietorship. There are many areas in the field of landscape development technology that open opportunities for establishing one's own business.

HORTICULTURE TECHNOLOGY T-009

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
HRT	0151	Plant Materials I	4
DFT	0103	Landscape Drafting	2
BIO	0120	Botany	4
CHM	0110	Technical Chemistry	4
			17

WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
BIO	0121	Botany	4
AGR	0185	Soil Science	4
HRT	0260	Lawn and Garden Equipment	1
		Elective Social Science	3
HRT	0251	Landscape Design	2
			17

SPRING QUARTER			
ENG	0103	Report Writing	3
HRT	0154	Plant Materials II	4
HRT	0265	Turf-Grass Management	3
HRT	0253	Greenhouse Management	4
HRT	0160	Landscape Construction Techniques Applied	4
			18

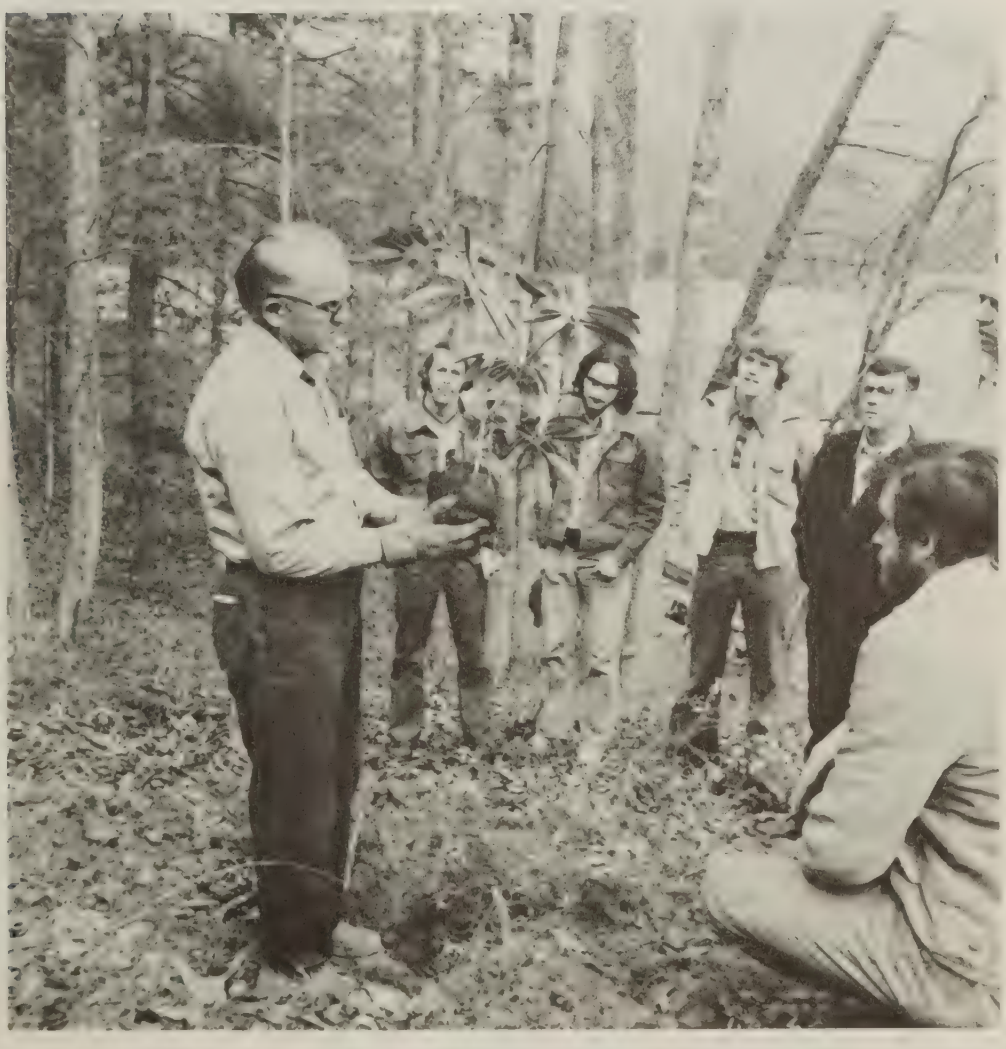
NOTE: ENG 100 must be taken during first year unless proficient.

SUMMER QUARTER			
HRT	0200	Landscape Practices	16

FALL QUARTER			
ENG	0200	Oral Communications	3
HRT	0254	Ornamental Plant Protection I	4
HRT	0267	Golf Greens and Grasses	4
HRT	0252	Problem Soils and Amendments	4
HRT	0257	Plant Materials III	2
			17

WINTER QUARTER			*QUARTER HOURS CREDIT*
HRT	0155	Arboriculture	4
		Social Science Elective	3
BIO	0290	Conservation of Natural Resources	4
		Elective	6
			17

SPRING QUARTER			
HRT	0259	Plant Propagation	4
HRT	0262	Surveying	2
HRT	0258	Ornamental Plant Protection II	4
		Elective	4
			14



HOTEL-RESTAURANT MANAGEMENT TECHNOLOGY

The Hotel-Restaurant Management Curriculum has been developed to provide students with essential training for exciting careers in the hospitality industry. Graduates of the curriculum are prepared for positions as supervisory and management personnel in motels, hotels, restaurants, and clubs. The student may anticipate a variety of employment opportunities in national and international urban and resort centers serving the vacationer and business traveler.

HOTEL-RESTAURANT MANAGEMENT T-025

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
BUS	0111	Business Mathematics	3
HRM	0102	Hotel-Restaurant Administration	3
HRM	0208	Menu Planning	3
		Elective	3
PED			1
			16

			QUARTER HOURS CREDIT
WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
BUS	0115	Business Law I	3
BUS	0120	Accounting I	4
HRM	0104	Front Office Procedures	4
PED			1
			15
SPRING QUARTER			
ENG	0103	Report Writing	3
BUS	0123	Business Finance	3
HRM	0107	Hotel-Restaurant Accounting	3
		Elective	6
PED			1
			16

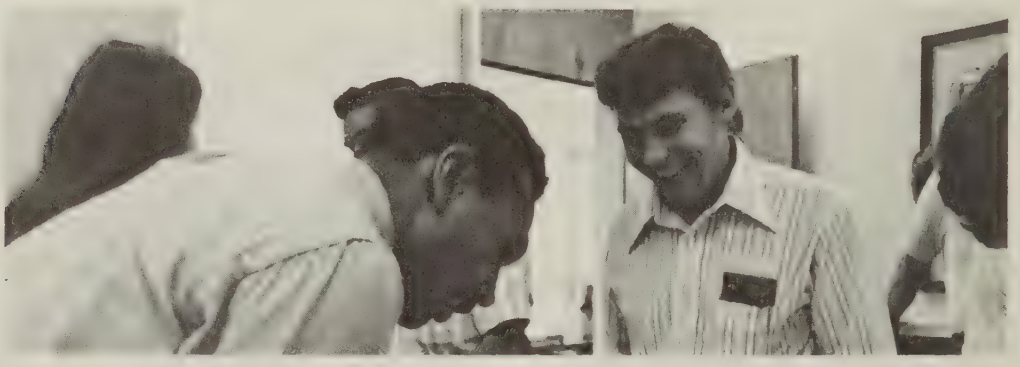
NOTE: ENG 0100 must be taken during first year unless proficient.

SUMMER QUARTER			
HRM	0213	Hotel-Restaurant Application	4
FALL QUARTER			
ENG	0200	Oral Communications	3
BUS	0235	Principles of Management	3
EDP	0104	Introduction to Data Processing Systems	3
HRM	0209	Food Purchasing	3
		Elective, Social Science	3
			15
WINTER QUARTER			
BUS	0200	Business Communications	3
BUS	0243	Advertising	3
HRM	0207	Hotel Maintenance	3
		Elective	6
			15
SPRING QUARTER			
BUS	0272	Personnel Management	3
HRM	0105	Laws of Innkeeping	3
HRM	0211	Food and Beverage Management	3
PSY	0206	Applied Psychology	3
		Elective	3
			15

INDUSTRIAL MANAGEMENT TECHNOLOGY

The Industrial Management Curriculum is designed to provide the individual with the opportunity to advance in an industrial occupation and to assume the responsibilities which accompany supervisory and mid-management positions in industry.

This curriculum features specialized training in skills and knowledges essential to the success of the individual in an industrial enterprise.



INDUSTRIAL MANAGEMENT T-049

			QUARTER HOURS CREDIT
FALL QUARTER			
ENG	0111	Composition: Writing through Perception	3
ISC	0130	Introduction to Industrial Management	5
ISC	0231	Manufacturing Processes	4
			12
WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
BUS	0234	Principles of Supervision	4
ISC	0133	Industrial Problem Solving	5
			12
SPRING QUARTER			
ENG	0103	Report Writing	3
ISC	0102	Industrial Safety	5
ISC	0240	Labor Law	4
			12

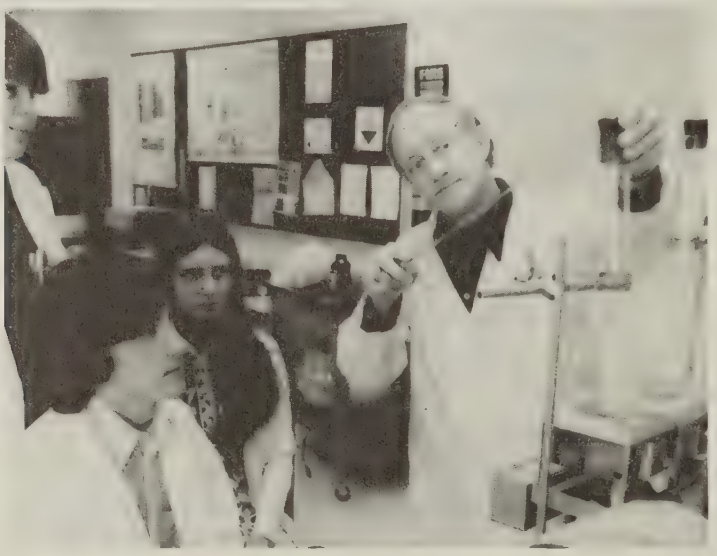
NOTE: ENG 0100 must be taken during first year unless proficient.

			QUARTER HOURS CREDIT
SUMMER QUARTER			
ISC	0209	Plant Layout	5
ISC	0229	Introduction to OSHA and Record Keeping	4
MAT	0101	Technical Mathematics	3
			12
FALL QUARTER			
BUS	0229	Taxes	4
BUS	0235	Principles of Management	3
ISC	0205	Motion Economy	5
			12
WINTER QUARTER			
BUS	0272	Personnel Management	3
ISC	0204	Value Analysis	5
ISC	0242	Job Evaluation	4
			12
SPRING QUARTER			
ISC	0202	Quality Control	5
ISC	0214	Industrial Applications	4
		Elective, Social Science	3
			12
SUMMER QUARTER			
ISC	0213	Production Planning	5
ISC	0215	Industrial Applications	4
		Elective, Social Science	3
			12
FALL QUARTER			
ISC	0216	Industrial Applications	4
ISC	0232	Labor Relations	5
ENG	0200	Oral Communications	3
			12

POULTRY AND LIVESTOCK TECHNOLOGY

The Poultry and Livestock curriculum is designed to teach the student about producing, marketing, processing, and distributing livestock and poultry and their products according to the scientific principles essential to efficient and profitable operations. The student learns about the specializations of the livestock and poultry industry, including automation, materials, handling, manpower efficiency, production control and schedules, contractural arrangements and vertical and horizontal integration. He also gains an understanding of practical principles of our economic system. Governmental policies and programs pertaining to agricultural production and marketing are emphasized.

Graduates of this program are qualified to be self-employed farmers, herd managers, flock managers, feed salesmen, equipment representatives, field servicemen, feed mill managers, and buyers of livestock and poultry.



POULTRY AND LIVESTOCK TECHNOLOGY T-010

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
BIO	0125	Animal Science	4
AGR	0180	Poultry Science I	4
PED			1
CHM	0110	Technical Chemistry	4
			16

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing through Rhetoric	3
AGR	0229	Horse Management	4
AGR	0181	Poultry Science II	4
		Elective	6
			17

SPRING QUARTER

ENG	0103	Report Writing	3
AGR	0127	Animal Nutrition	4
BIO	0290	Conservation of Natural Resources	4
PED			1
		Elective	3
			15

NOTE: ENG 100 must be taken during first year unless proficient.

SUMMER QUARTER

AGR	0100	Farm Management Techniques	4
AGR	0200	Internship	4
			8

FALL QUARTER

ENG	0200	Oral Communications	3
AGR	0208	Pasture and Forage Crops	4
AGR	0230	Dairy Production	4
		Elective	6
			17

WINTER QUARTER

AGR	0227	Beef Production	4
AGR	0102	Farm Records and Taxes	4
BIO	0170	Plant Science	4
		Elective	3
			15

SPRING QUARTER

AGR	0201	Agricultural Chemicals	4
AGR	0226	Swine Production	4
AGR	0280	Poultry Health	4
		Elective	4
			16

POSTAL SERVICE TECHNOLOGY

The Postal Service Technology degree curriculum is an intensive college level program. The curriculum is designed to prepare present and future employees for advancement in the U. S. Postal Service.

The immediate, principal objective is that the program will afford all students the opportunity to become aware of and knowledgeable in the functional complexities of the system. Thus, the students will better understand the relationships of various job duties and divisions, they will be prepared to function effectively within a variety of positions, and they will have received excellent training to facilitate achievement of their career development goals.

The length of the program includes two academic years of six quarters of work. The curriculum offers students two exit points. If they wish, students may receive a certificate in Postal Services after successfully completing the first four quarters of the program. Students who complete the second year of the program will receive an Associate in Applied Science degree and will be better educationally qualified for advancement to higher level positions.

POSTAL SERVICE TECHNOLOGY T-141

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
BUS	0120	Accounting I	4
EDP	0104	Introduction to Data Processing or Elective	3
POS	0101	(Postal Service) History and Organization	3
ENG	0100	Elective	3
			16

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition: Writing through Rhetoric	3
BUS	0121	Accounting II	4
POS	0103	(Postal Service) Mail Processing I	3
ISC	0232	Labor Relations	5
			15

SPRING QUARTER			
ENG	0103	Report Writing	3
BUS	0272	Personnel Management and Supervision	3
		Elective	8
POS	0105	(Postal Service) Mail Processing II	3
			17

NOTE: ENG 100 must be taken during first year unless proficient.

FALL QUARTER			
ENG	0200	Oral Communications	3
SOC	0113	Interpersonal Relations and Communication	3
POS	0201	(Postal Service) Labor Management	3
POS	0202	(Postal Service) Support	3
		Elective	4
			16

WINTER QUARTER			
BUS	0229	Taxes	4
POS	0203	(Postal Service) Employee Services	3
POS	0206	(Postal Service) Customer Services	3
PSY	0206	Applied Psychology	3
		Elective	3
			16

SPRING QUARTER			
POS	0205	(Postal Service) Delivery and Collection	3
POS	0208	(Postal Service) Postal Problems Analysis	3
SOC	0115	Social and Minority Issues	3
		Elective	7
			16

SECRETARIAL SCIENCE TECHNOLOGY

The purpose of the Secretarial Science Technology curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typewriting, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in the preparation of business correspondence, accounting, business law, and personal improvement.

Graduates of the program may elect to seek employment as an executive, medical, or legal secretary. A General Office Technology option without the shorthand requirement is also available. Opportunities for employment exist in a variety of secretarial positions in businesses and industries, in law offices and law related enterprises and in physicians' offices, hospitals, and industries serving the legal or medical profession.

SECRETARIAL SCIENCE T-030

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through perception	3
BUS	0102	Typewriting I or Elective if proficient	3
BUS	0111	Business Mathematics	3
BUS	0106	Shorthand I or Elective if proficient	4
PED			1
			14

WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
BUS	0103	Typewriting II or Elective of proficient	3
BUS	0107	Shorthand II or Elective if proficient	4
BUS	0115	Business Law I	3
		Elective	3
PED			1
			17

SPRING QUARTER			*QUARTER HOURS CREDIT*
ENG	0103	Report Writing	3
BUS	0104	Typewriting III	3
BUS	0108	Shorthand III	3
BUS	0110	Office Machines I	3
BUS	0112	Filing and Records Management	3
PED			1
			16

NOTE: ENG 0100 must be taken during first year unless proficient. 3

FALL QUARTER			
ENG	0200	Oral Communications	3
BUS	0120	Accounting I	4
BUS	0206	Dictation and Transcription I	4
BUS	0211	Office Machines II	4
			15

WINTER QUARTER			
BUS	0200	Business Communications	3
BUS	0121	Accounting II	4
BUS	0207	Dictation and Transcription II	4
BUS	0214	Secretarial Procedures	4
		Elective	3
			18

SPRING QUARTER			
BUS	0205	Advanced Typewriting	4
BUS	0208	Dictation and Transcription III	4
BUS	0233	Personal Improvement	3
PSY	0206	Applied Psychology	3
		Elective	3
			17

SOCIAL SERVICES ASSOCIATE

The Social Services Associate Curriculum is a two-year program designed to prepare paraprofessionals for direct service work in the social services.

The length of the program includes two academic years of six quarters of work and leads toward an Associate in Applied Science Degree. The major goal of the program is to prepare students for a career in the social service field.

Learning experiences in this program provide exposure to norms of the helping professions, exposure attitudes and beginning acquisition of knowledge, skills, and values exemplified by the professions. An essential part of the program is laboratory, observation, and field instruction.

The Social Services Associate gives designated services to an individual or group within the social service agency's function. General tasks may include determining eligibility for social services, giving concrete services, helping clients reach their goals, assisting clients in social functioning, working as a member of rehabilitation teams and helping others to understand client problems and society's problems. The major function of the Social Services Associate is to work with people to enhance social functioning and to prevent social dysfunctioning.

Social services are a network of services offered to persons to enable them to cope with or to prevent social, psychological, or environmental problems. Jobs for social services associates may be found in a variety of agencies which provide social services: county departments of social services, private family and children service agencies, child-caring institutions, Head Start, mental hospitals, and mental health community clinics, corrections, and public health.

SOCIAL SERVICES ASSOCIATE T-107

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
PSY	0203	Human Growth and Development	3
SOC	0111	Introduction to Social Services	3
PED			1
		Elective	6
			16

WINTER QUARTER			*QUARTER HOURS CREDIT*
ENG	0112	Composition	3
PSY	0204	Human Growth and Development	3
SOC	0112	Problems and Issues in Social Services	3
PED			1
		Elective	6
			16

SPRING QUARTER

ENG	0113	Composition	3
PSY	0205	Human Growth and Development	3
SOC	0113	Interpersonal Relationships and Communication	3
PED			1
		Elective	6
			16

NOTE: ENG 100 must be taken during first year unless proficient.

FALL QUARTER

ENG	0200	Oral Communications	3
SOC	0211	Introduction to Sociology	3
PSY	0214	Introduction to Psychology	3
EDU	0201	Seminar Practicum	2
		Elective	6
			17

WINTER QUARTER

SOC	0115	Social and Minority Issues	3
PED	0210	Personal and Community Health	3
EDU	0202	Seminar Practicum	2
		Elective	6
			14

SPRING QUARTER

SOC	0218	Group Leadership and Social Change	3
SOC	0213	Marriage and Family	3
SOC	0114	The Older Adult in the Community	3
EDU	0203	Seminar Practicum	2
		Elective	6
			17

VOCATIONAL EDUCATION PROGRAMS

Vocational, or trade, courses of study are designed in the same manner as technical programs — to prepare students for immediate employment upon graduation. Vocational programs lead to a diploma, and are one full year in length.

Only pass-fail grades are awarded in vocational programs.

ONE YEAR DIPLOMA PROGRAMS OF STUDY

V-003 — Automotive Mechanics
V-053 — Food Preparation Specialist
V-038 — Practical Nursing
V-043 — Radio and Television Broadcasting
V-042 — Electronic Servicing

AUTOMOTIVE MECHANICS

Automobile mechanics maintain, inspect, replace, and/or repair mechanical, electrical, and air-conditioning systems of gasoline-powered passenger cars, trucks, and buses in addition to other gasoline-powered stationary equipment. Automobile mechanics are also required to be able to use shop manuals and other technical publications as references for technical data.

The Automotive Mechanics Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Through understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

The program is enriched by the addition of general education courses to include communication skills, basic mathematics, and electives. Upon successful completion, the graduate will be awarded a diploma. An active Advisory Committee (composed of master mechanics, shop foremen, and other leaders in the field) insures the curriculum is realistically oriented toward the usefulness of graduates.

AUTOMOTIVE MECHANICS V-003

FALL QUARTER			*QUARTER HOURS CREDIT*
PME	1101	Internal Combustion Engines	7
MAT	1101	Fundamentals of Mathematics	4
ENG	0100	Reading Skills	3
PHY	1101	Applied Physics I	4
			18

WINTER QUARTER			
PME	1102	Engine Electrical and Fuel Systems	9
DFT	0110	Schematics and Diagrams	1
PHY	1102	Applied Physics II	4
		Elective	3
			17

SPRING QUARTER			
PME	1126	Automotive Chassis and Suspension Systems	6
PME	1122	Braking Systems	4
AHR	1101	Automotive Air Conditioning	4
WLD	1101	Basic Gas Welding	1
		Elective	3
			18

SUMMER QUARTER			
PME	1124	Automotive Power Train Systems	6
PME	1125	Automotive Servicing	6
PME	1127	Customer Service	3
			15

FOOD PREPARATION SPECIALIST

This curriculum has been designed for training of students in the art and science of quantity food preparation with particular emphasis on institutional food service. Using a career ladder concept, it is an open-ended curriculum which will allow the student more flexibility in his training.

Recent developments and trends in the industry, specifically, the simplification of production processes to make possible greater productivity, has produced new job descriptions for food preparation specialists. In addition to development of knowledge and skills in the art and science of food preparation, the student also develops competence in food and equipment purchasing, financial control, record keeping, basic nutrition and menu planning and supervision.

Career opportunities available to a graduate of this curriculum are:

Assistant cook
Short order cook
Cook
Chef's Assistant
Cook-manager
Baker
Assistant Baker
Pastry cook

Employment opportunities available are:

Hospitals
Nursing homes
Child care centers
Colleges and university food services
School food service
Industrial cafeterias
Private clubs
Airline food services
Food processing manufacturers
Food service contract companies
Commercial restaurants

FOOD PREPARATION SPECIALIST V-053

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	0111	Composition: Writing through Perception	3
PSY	0206	Applied Psychology	3
FSO	0102	Food Preparation	2
FSO	0103	Equipment	3
		Elective	3
			14

WINTER QUARTER			
ENG	0112	Composition: Writing through Rhetoric	3
FSO	0105	Accounting, Purchasing-Records	3
FSO	0106	Nutrition and Menu Planning	3
FSO	0112	Food Preparation	2
		Elective	6
			17

SPRING QUARTER			
ENG	0103	Report Writing	3
FSO	0122	Food Preparation	2
FSO	0109	Production Management	3
FSO	0108	Personnel Management	3
		Elective	3
			14

SUMMER QUARTER			
FSO	0110	Controlled Work Experience	4
FSO	0111	Seminar	1
			5

PRACTICAL NURSE EDUCATION

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependence, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of the registered nurse and/or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

PRACTICAL NURSE EDUCATION V-038

FALL QUARTER			*QUARTER HOURS CREDIT*
PNE	0101	Health Services I	9
BIO	0114	Anatomy and Physiology for Nursing	6
BIO	0115	Nutritional Bio-Chemistry for Nursing	3
PSY	0203	Human Growth and Development I	3
ENG	0111	Composition	3
			24

WINTER QUARTER			
PNE	0102	Health Services II	10
PNE	0103	Pharmacology	3
PNE	0104	Clinical Experience	7
			20

SPRING QUARTER			
PNE	0105	Health Services III	10
PNE	0106	Clinical Experience	7
SOC	0211	Sociology	3
			20

SUMMER QUARTER			
PNE	0107	Health Services IV	12
PNE	0108	Clinical Experience	7
PSY	0214	Introduction to Psychology	3
			22

RADIO-TELEVISION BROADCASTING

This curriculum was designed by people currently employed in the industry. It combines the theoretical and practical training necessary to prepare individuals for employment in the field of broadcasting. There is a need for personnel with the necessary skills to perform in the areas of announcing, sales, writing, and production. Heavy emphasis is placed on skills development, and students may expect to be assigned to regular shifts manning the college FM educational station (WFTE) studio console and will be responsible for operating all on-the-air equipment, maintaining logs and related duties. All assignments will be under the direction of a qualified instructor, fully licensed by FCC and the College. A diploma will be awarded for completion of the curriculum. The College consults with the Radio-TV Broadcasting Advisory Committee, which is composed of leaders in the field, in maintianing curricula realistically oriented toward the usefulness of graduates in the broadcast industry. The College maintains membership in the North Carolina Association of Broadcasters, Inc.

RADIO-TELEVISION BROADCASTING V-043

FALL QUARTER			*QUARTER HOURS CREDIT*
ENG	1111	Composition: Writing Techniques I	3
BUS	0102	Typewriting (Elective if proficient)	3
RTV	0100	Voice and Diction	4
TRV	0101	Introduction to Broadcasting	6
		Elective	3
			19

WINTER QUARTER			
ENG	1112	Composition: Writing Techniques II	3
RTV	0103	Broadcast Announcing and Performance I	5
RTV	0110	Broadcast Operations — Traffic	4
RTV	0111	Radio Production Techniques	4
RTV	0102	Newswriting	4
			20

SPRING QUARTER			
ENG	1113	Composition: Writing Technques III	3
RTV	0109	FCC Rules and Regulations	3
RTV	0104	Broadcast Announcing and Performance II	5
RTV	0107	Broadcast Sales and Promotion	4
RTV	0108	Commercial Writing and Production	5
			20

SUMMER QUARTER			
RTV	0105	Broadcast Announcing and Performance III	5
RTV	0106	Programming	4
RTV	0199	Broadcast Practicum	4
		Elective	3
			16

ELECTRONIC SERVICING

Electronic servicing embraces a wide range of skills, background preparation, and diversified career opportunities. The curriculum is designed to offer one of two options, i.e., Radio-TV Servicing or Mobile Communications (Two-Way Radio) Servicing.

A radio and television service person may be required to install, maintain, and service amplitude-modulated and frequency-modulated home and automobile radios; transistor and tube monochrome and color television sets; intercommunication, public address and paging systems; high fidelity and stereophonic amplifiers; record players, and tape players. This work includes all the complex radio broadcast equipment used for amplitude and frequency modulation stations, as well as playing records and making commercials. His work will require meeting the public, both in the radio-television shop and on service calls.

The duties of the mobile communications service person include the installation, alignment, certification, troubleshooting, maintenance, and calibration of all types of two-way communications equipment. In addition to the conventional FM units, micro-wave, avionics, and marine radio may be encountered. Mobile communications equipment is utilized by police departments, highway patrol, construction companies, delivery services, radio paging, mobile (dial-type) telephone, private businesses, taxi cabs, and many others. Signals transmitted by this equipment may include speech, pulsed data transmission, or coded tones for remote control applications.

Either option requires four quarters for completion. Normally only one option will be offered each year. An announcement of the option to be offered will be made by the College during the summer for the following school year. Electronics servicing personnel, both male and famale, are in great demand.

An active Advisory Committee (composed of representatives of major manufacturers, independent service centers, and other leaders in the field) insures the curriculum is realistically oriented toward the usefulness of graduates in the electronics servicing industries.

ELECTRONIC SERVICING
RADIO-TELEVISION SERVICING
OPTION

This option is designed to provide the basic knowledge and skills involved in the installation and maintenance of radios, televisions, and sound amplifier systems. It also enables the student to qualify for a Federal Communications radio license that permits him to be a disc

jockey as well as to do maintenance work on radio broadcasting equipment under the supervision of the chief engineer. A large portion of time is spent in the laboratory verifying electronic principles and developing service techniques.

ELECTRONIC SERVICING
MOBILE COMMUNICATIONS (TWO-WAY RADIO) SERVICING OPTION

This option is designed to provide the specialized training necessary for entry into the exciting and demanding field of two-way radio communications. Heavy emphasis is placed on the development of techniques and skills demanded by industry. Selected theory will be presented to insure an understanding of basic concepts and principles. Upon successful completion of the program, the graduate will be awarded a diploma.

ELECTRONIC SERVICING V-042

RADIO-TELEVISION SERVICING OPTION
MOBILE COMMUNICATIONS (TWO-WAY RADIO) SERVICING OPTION

			QUARTER HOURS CREDIT
FALL QUARTER			
MAT	1115	Electrical Mathematics	4
ENG	0100	Reading Skills	3
ELN	1112	A.C. and D.C. Fundamentals	9
			16
WINTER QUARTER			
MAT	1116	Electrical Mathematics	4
ELN	1123	Amplifier Systems	5
ELN	1131	Vacuum Tube and Semi-Conductor Fundamentals	6
		Elective	3
			18

SPRING QUARTER (Radio-Television Servicing Option)			*QUARTER HOURS CREDIT*
ELN	1127	Radio and Television Circuits	15
		Elective	3
			18

SPRING QUARTER (Mobile Communications [Two-Way Radio] Servicing Option)			
ELN	1132	Mobile Radio I	12
ELN	1133	Antenna (Wave Propagation)	3
		Elective (Social Science)	3
			18

SUMMER QUARTER (Radio-Television Servicing Option)			
ELN	1128	Color Television	8
ELN	1129	Repair and Servicing Techniques	5
		Elective	3
			16

SUMMER QUARTER (Mobile Communications [Two-Way Radio] Servicing Option)			
ELN	1134	Mobile Radio II	12
ELN	1135	Systems	3
ELN	1136	FCC Rules and Regulations	3
			18

CONTINUING EDUCATION AND COMMUNITY SERVICES

Wilkes Community College is committed to the continuing education of all its citizens. To fulfill a large measure of its commitment, the college offers a variety of courses, institutes, conferences, clinics, demonstrations, forums, workshops, concerts, exhibits, and other community educational services — all relating to and designed specifically to meet adult education needs and interests.

Through the Continuing Education and Community Service Programs, students find opportunities to retain position and upgrade their employment status, develop leadership and civic responsibility, grow in basic knowledge and understanding of their society, improve home and community life, expand knowledge in general education, and develop creativity in art and science.

GENERAL INFORMATION

Continuing Education and Community Service Programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a regular, continuing basis. Other courses and services may be initiated by requests from individuals and groups. Wilkes Community College cooperates with public and private groups and agencies including public schools, governmental agencies, civic clubs, public libraries, senior colleges and industries in providing educational services for greater numbers of people.

CLASS LOCATIONS

Many adult education courses and services are provided on the college campus. Other courses and services are provided in extension centers in the various communities of Wilkes, Ashe, and Alleghany Counties. Extension centers include school buildings, community buildings, churches, industrial buildings, and other approved facilities. New extension courses may be established whenever fifteen or more adults request a given course.

ADMISSION AND REGISTRATION

Any person eighteen years of age, or anyone not yet eighteen who has completed high school, may be admitted to a continuing education class. In extenuating circumstances and upon the approval of the appropriate public school superintendent, a person under eighteen years of age may be admitted to a continuing education class. Prior to the beginning of each quarter a course schedule is published and made available to potential students upon request. Courses which begin between quarters are announced through local news media. Adults are encouraged to register on the day designated on the college calendar, but additional students may register during the first class meeting.

CONTINUING EDUCATION UNITS (CEUs)

Effective with the Fall Quarter 1974, approval was given by the President of Board of Trustees for Continuing Education Units (CEUs) to be awarded in accordance with Guidelines published by the North Carolina Department of Community Colleges and Technical Institutes. A Continuing Education Unit is defined as: "Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The Continuing Education Unit may be used for the measurement, recording, reporting, accumulation, transfer and recognition of participation by adults in programs which in the past have not been recorded in any formal or systematic way.

FEES

Fees vary with the type of adult education program provided. Some programs such as Adult Basic Education are supported primarily from federal funds and are free of student fees. Other programs, such as Business Education, are partially self-supporting and are paid for through student fees. When such fees are necessary, they are announced in the course schedule and are payable to the college business office before the first class session. Books and supplies are the responsibility of the student and may be purchased from the college bookstore.

ATTENDANCE

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80% is required to receive the adult diploma and/or certificate.

PROGRAMS

Continuing Education Programs are offered in five major areas: Developmental Studies, Academic Extension, Occupational Extension, Senior Citizens' Program, and Community Services. The Instructional

Media Center or Learning Laboratory makes an important contribution to each adult education program area and to many other programs offered by Wilkes Community College.

DEVELOPMENTAL STUDIES PROGRAM

The developmental Studies Program includes courses in Adult Basic Education and Adult High School Education.

ADULT BASIC EDUCATION

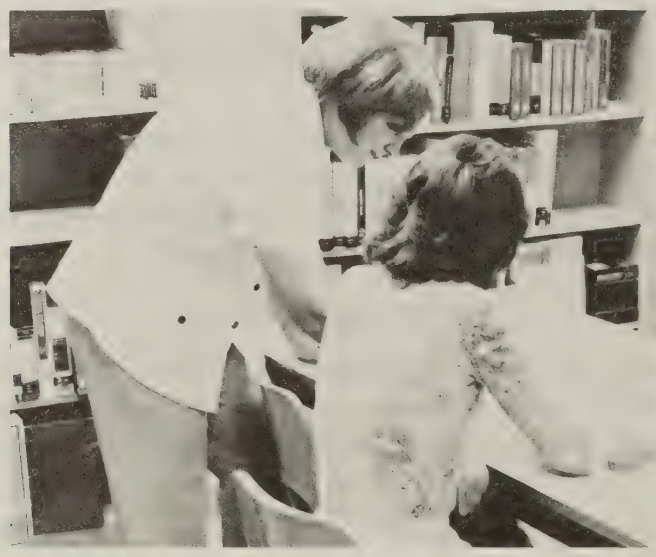
Adult Basic Education is especially designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Courses are offered at two levels.

Level one: Non-readers through grade four; basic reading, writing, and arithmeitc.

Level two: Grade five through grade eight; reading improvement, English expression, arithmetic, geography, and social studies.

ADULT HIGH SCHOOL EDUCATION

The Instructional Media Center or Learning Laboratory is an important adjunct to the total college instructional program. In the center are numerous programs in English and reading, mathematics, science, business, social studies, and foreign language. Programs begin at the adult basic level and extend through the college level. Students may study for the adult high school certificate, G.E.D., remedy an academic weakness before entering college, supplement a course presently being completed, or study a particular course of personal interest. Since the center is open day and evening for student use, a person may plan to study several hours each week at times most convenient to him.



BIBLE STUDY 33 Hours

An intradenominational approach to some part of the Old or New Testament. This is a review of the scriptures and their significance for our daily life.

MANUAL LANGUAGE 33 Hours

This course teaches the student who can hear to communicate with the deaf. After students have gained a knowledge of finger spelling, they learn the signs of nouns, pronouns, verbs, etc.

INCOME TAX 33 Hours

An introductory course designed to give the learner a better understanding of how to properly prepare simple tax forms. Emphasis is given to the need for well-kept records in order that filing may be simplified and the correct amount of tax will be paid. The functions of Social Security are explained.

LOCAL HISTORY 33 Hours

A study of the history of Wilkes County and its relationship to state and national history. Will include a study of research sources and how to use them. Students will visit local sites. This is a class participation rather than lecture course, and will include a project undertaken by each student.

COPPER TOOLING 33 Hours

A course designed for the beginning craftsman who desires to learn the fundamentals of this art. Pictures, placques, planters, book ends, wastebaskets, magazine racks, coats of arms, etc. are used to demonstrate embossing, antiquing, and lacquering. Uses of various tools, shading, metal filling, and staining are explained.

BEADED FLOWERS 33 Hours

A fascinating creativity involving the use of fine wire and small beads to form flowers, plants, animals and an endless vareity of decorations. The principles and techniques of floral arrangements are also a part of this course.

SQUARE DANCING 33 Hours

This course is designed to give the students a general knowledge of square and other types of dances. Objective of the course being that, after having taken the course, students will feel more relaxed and be able to enjoy themselves more when attending public dances.

DECOUPAGE 33 Hours

A basic course with step-by-step instructions in the area of decorating surfaces permanently with paper cutouts. Students learn sanding, painting, cutting, application, varnishing, staining, antiquing, coloring, lining, and covering boxes, application of hardware, use of gilding, as well as decoupage on metal and glass surfaces.

OIL PAINTING 33 Hours

Teaches uses of oil on canvas painting. The student chooses his own subject, placing emphasis on color mixing, composition, and brush technique rather than the skill of sketching and drawing.

WATERCOLOR PAINTING 33 Hours

A study in application of transparent watercolor in landscape painting. Students progress from basic flat washes and cross washes to actual sketching and rendering of their own original subjects.

HOSPITALITY TRAINING (School Food Service)

Nutrition and Menu Planning 60 Hours

An in-depth study of the role in nutrition of proteins, fats, carbohydrates, vitamins and minerals; factors in developing good food habits; dietary needs of youths, and advanced work in planning and evaluating menus. The course is open to anyone although it is primarily for school lunchroom personnel.

Overview of School Food Service 60 Hours

For public school lunchroom personnel. This basic orientation course presents the history of school feeding, characteristics of a good program, personnel and human relations, nutrition and menu planning, organization and management, purchasing, storing, preparation and serving of food, sanitation and safety.

Quantity Food Production Management 30 Hours

A course for school food-service personnel with experience in methods of quantity food preparation which retain nutritive values; use of standard recipes; use of weights and measures; use and care of equipment, timing, selection, preparation and serving of foods for the school lunch.

Use and Care of Equipment 60 Hours

A course for school food service personnel on general care, safety, and use of equipment; specific use and care of large and small pieces of food service equipment; inventory and maintenance records. It is one of the courses required for certification of lunchroom employees.

Other hospitality courses which may be offered if there is demand are:

Food Service Selling
Food and Beverage Purchasing
Introduction to Hotel-Motel Management
Hotel-Motel Accounting
Communications
Human Relations
Maid Training
Travel Information

OFFICE OCCUPATIONS

Shorthand Review 33 Hours

This course is a review of the complete shorthand theory, brief forms, and phrases as presented in Gregg Diamond Jubilee Series. Dictation will be read orally and/or transcribed on the typewriter. Weekly tests will be given on theory or brief forms.

Typewriting I 55 Hours

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the key board, simple business correspondence, tabulation and manuscripts. The average student should attain a speed of approximately 30 words per minute.

Typewriting II 55 Hours

Development of speed and accuracy in typewriting with further mastery of the correct typewriting techniques are stressed in this course. Special areas of emphasis include the typing of business letters, special communication forms, technical papers and business reports, tabulated reports, job applications and employment tests. Students should attain a speed of 40 words per minute.

Small Business Management 30 Hours

This course provides a starting point for the small businessman who wants to improve his financial-management skills. It treats in a down-to-earth fashion, production and marketing, purchasing and collections, financial management and management systems, accounting and taxation, and insurance and legal problems. The course is designed to assist the chief executive of the small firm to translate the ideas presented into decisions and actions.

Bookkeeping 33 Hours

A study of the bookkeeping system following general business procedures. It will include a study of the source document, journal, ledger, trial balance, worksheet, income statement, and balance sheet. Students will work at their own pace with assistance from the instructor.

PUBLIC SERVICE TRAINING

Firefighting

An introduction to fire fighting for professional and volunteer firefighting personnel. It includes introduction to fire service, forcible entry, portable fire extinguishers, rope practices, fire apparatus practices, fire stream practices, hose practices, ventilation, ladder, salvage and overhaul practices, rescue practices, protective breathing, first aid for firemen, and firefighting procedures. A special course consisting of six to fifteen hours on each of these topics is available for fire departments desiring it.

Emergency Medical Technician (EMT) 81 Hours

This course is designed primarily for ambulance attendants and rescue squad personnel. In compliance with the highway Safety Act of 1966, a program has been developed to ensure that persons involved in highway accidents receive prompt emergency medical care under the range of conditions encountered. This course includes training in the

following areas: Prompt and efficient care of the patient before transport, control of the accident scene, extrication (light) and preparation of patient for transport, safe and efficient transport of patient and patient information to hospital emergency department, reporting and record keeping, communications, and vehicle and equipment care. In addition to classroom training, each student receives ten hours of clinical training in an approved hospital.

Law Enforcement Training

It is becoming increasingly necessary for law enforcement agencies to see that their personnel receive at least a minimum standard of training. With the establishment of the Applachian Law Enforcement Academy, law enforcement agencies are given an opportunity to synthesize training with education and thereby produce law enforcement personnel of a caliber required to effectively cope with the dynamics of a society undergoing the pains of rapid transformation.

Introduction to Police Science 160 Hours

This course is designed primarily for the "recruit" officer to cover all basic subjects including: History and constitutional law; motor vehicle laws; accident investigation; laws of arrest, search and seizure; riot control; criminal investigation; public relations: first aid: courts structure and procedures; firearms training; and similar topics that will assist the new officer in carrying out his duties.

Accident Investigation 39 Hours

The course covers the various laws of physics as they apply to traffic accidents, determining speed from skid marks, making measurements and collision diagrams, preparing accident reports, identifying and interviewing witnesses, making charges, and preparing cases for court.

Criminal Investigation 36 Hours

This course introduces the student to fundamentals of investigation; crime scene search, recording, collecting and preserving evidence; sources of information; interview and interrogation; case preparation and court preparation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homocide.

Elements of Criminal Offense 24 Hours

This course covers use of legal and research materials, general principles of criminal law, crimes against the person, crimes against property, crimes against public morality and decency, crimes against the state and public justice, crimes against the public peace and safety, and general police regulations.

Firearms Training 8 Hours

Detailed instruction in the use of firearms. Various aspects of ballistics are explained. Each student is required to successfully complete the F.B.I. pistol course.

Laws of Arrest, Search, and Seizure 24 Hours

This course covers arrest with or without a warrant, use of force, escape and rearrest, rights and duties after arrest, jurisdiction of officers, search with and without a search warrant, and illegally obtained evidence.

Other Law Enforcement courses which may be offered include:

Courts and Law
Narcotics Investigation
Motor Vehicle Laws
Court Structure and Procedures
Juveniles and Law
Police Administration
Human and Public Relations

RELATED APPRENTICE PROGRAMS

Electrical Trades 33 Hours

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. An analysis of simple current circuits by OHM's Law and a study of the terms of electrical energy that apply to work and power. To acquaint the student with conductors and insulators, wire sizes, voltage drop, types of conduit, fuse rating and current protection, safety and first aid. The apprentice is introduced to the definitions and fundamentals covered by the National Electric Code.

MANAGEMENT DEVELOPMENT PROGRAM

Art of Motivating People 22 Hours

A course designed to show the importance of motivation of people in achieving more effective production. A further value derived from this course is to provide self-evaluation for those attempting to stimulate others.

Economics in Business and Industry 22 Hours

Topics covered in this course include discussions of profit motive, the free enterprise system, law of supply and demand, wages and productivity, income determination, and competition.

Effective Communications 22 Hours

This course provides an opportunity, through group process, lecture, and visiting speakers, for the student to experience personal growth and development so that he will feel more competent as a person and

thereby do a better job. Students must be willing to explore feelings and ideas and try out new behavior in the controlled environment of the classroom.

Principles of Supervision 44 Hours

The principles of organization and management are discussed in depth in this course. Practical approaches to business needs of planning, directing, organizing, coordinating and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency.

Other management courses which may be offered if there is demand include:

Conference Leadership
Cost Accounting for the Supervisor
Creating Thinking
Effective Speaking
Effective Writing
Industrial First Aid
Industrial Safety and Accident Prevention
Job Analysis Training
Job Methods
Pre-Supervisory Development Training
Reading Improvement
Work Measurement

Training For New and Expanding Industry

One of the basic objectives of Wilkes Community College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the North Carolina Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company or from outside sources.

The purpose of this service is to help a new or expanding industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

HOME ECONOMICS

Advanced Sewing 33 Hours

This is an advanced course for anyone having a general knowledge of basic sewing. This class offers the newest and up-to-date methods of perfecting one's ability to master the more difficult steps of sewing. A garment will be completed which entails all areas that have been covered in Clothing Construction I and II.

Clothing Construction I 33 Hours

A course for beginning sewing students, including the basic information necessary for construction of simple garments from patterns. Areas covered are use of the machine, pattern selection and alteration, fabric selection, and preparation, linings and interfacings, construction techniques, fitting and pressing.

Clothing Construction II 33 Hours

A continuation of Clothing Construction I for students with some knowledge of sewing. New areas covered are analysis of self as related to pattern and material selection, principles of design, zipper insertion, and more advanced construction.

Crocheting 33 Hours

Students are instructed in the basic skills of chain stitch, single, double and triple stitching and will be shown how these can be blended to produce necklaces, place mats, doilies, etc. Secondary skills of using markers, counters, and stitch holders are also taught beginners with emphasis on interpreting written instructions.

Custom Sewing 33 Hours

A course for the advanced student of sewing who wishes to learn basic tailoring techniques. It includes the application of sewing techniques in working with heavy fabrics, bound buttonholes, use of interfacings and linings in order to custom-make your own suits with professional results.

Knitting 33 Hours

This course teaches primary skills of cast on, purl, knit, bind off, increase, decrease and tension control. Secondary skills of using markers, counters, and stitch holders are also taught for beginners with emphasis on interpreting written instructions.

Quilting 33 Hours

Basic steps of piecing quilt tops together, putting padding and lining in, use of frame, and quilting will be taught. Patterns from simple to fancy will be used depending on the students' choice. Each student will make a quilt.

Cake Decorating 33 Hours

In this course, students are given instructions in decorating techniques for different types of cakes such as wedding, Christmas, birthday, Easter, etc. Various types of flowers, borders, uses of wafer paper, gum paste, etc. are discussed and demonstrated.

Interior Design 33 Hours

This course is designed to give the students a general, although thorough, understanding of decorating in residential terms. Instruction will begin with color and progress to more specific areas of drafting. Slides and posters will be used as teaching aids, and a single floor plan will be required as a final project.

OTHER OCCUPATIONAL EXTENSION

Air Conditioning and Refrigeration 45 Hours

This course deals with essential terminology, laws of refrigeration, physical and chemical effects, materials and tools. The compression system, compressor construction, refrigerants, controls, and uses are major topics. Required city codes will be explained and considerable time will be spent in practice.

Automotive Body Repair 33 Hours

Basic principles of automobile construction, design, and manufacturing are covered in this class. A thorough study is made of angles, crown and forming of steel into the complex contour of present-day vehicles. The student applies the basic principles of straightening, aligning, and painting the damaged areas.

Automotive Mechanics 66 Hours

This course deals with many facets of automotive servicing including construction and operation of internal combustion engine, electrical and fuel systems, braking systems, power trains and chassis and suspension systems. Being a practical course, most of the time is spent in the shop.

Automotive Testing Equipment 32 Hours

A course designed for those desiring to develop an understanding of the fundamentals of electricity and its application to the automotive engine. The course includes the study of batteries, ignition circuits, cranking motor service, and generator and/or alternator service. Testing includes the use of simple test devices as well as the latest in electrical test equipment. Emphasis is placed on logical sequence of steps in testing and diagnosing malfunctions.

Blueprint Reading 33 Hours

A study of the principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

Conservation of Natural Resources 48 Hours

This is a course designed for elementary and high school teachers desirous of knowing more about conservation, and at the same time, earning recertification credit. Emphasis is placed on terminology, agencies, and effective teaching methods. Each unit is taught by a specialist in a particular field and field trips and individual projects complement the classroom work.

Driver Education 12 Hours

The purpose of this course is to motivate the changing of the student's attitude concerning the problem of driving his vehicle, to create a conscientious sense of responsibility in driving, to equip a driver to be able to drive defensively at all times, to acquaint the driver to see the dangers of the vehicle, and to help students know the meaning of traffic signs and laws.

First Aid 14 Hours

The purpose of first aid training is to acquire knowledge and skill for the emergency care of the sick and injured until a physician arrives, and to create an active interest in the prevention of accidents through the elimination of causes.

Gunsmithing 33 Hours

This is a three-part course designed for the amateur craftsman who is interested in building an old-fashioned muzzle loading rifle. Cleaning and care of the gun are taught. Emphasis is placed on handwork and craftsmanship.

Lettering and Sign Painting 45 Hours

This course is designed to help the student develop the skill for sign lettering. Selection and care of brushes is stressed. Basic lettering, spacing of letters, letter strokes, types and styles of letters, brush control, designing sign layouts, and mixing of colors are basic parts of the course.

Mechanical Drafting 33 Hours

The basic goal of this course is to present Drafting as the "language of industry" and to enable the student to gain to as great a degree as possible the skills involved in producing and reading this "language" as it is used in industry today. Basic principles of drafting, sketching, reading the scale and measuring, printing, use of drafting tools, and geometric construction are included in this course.

Prenatal Care 44 Hours

This course deals with the Lamaze Method of painless childbirth. Conventional anesthetics and analgesics used in childbirth are discussed. The course includes instruction in the care of the newborn, good nutrition for mother and baby, exercises to prepare for labor and delivery, and the physiology and psychology of labor and delivery. An economical layette and problems of the working mother and older siblings are discussed.

Photography 33 Hours

This course is designed for persons who are interested in the fundamentals of photography and want to improve their picture taking. The course includes the study of camera principles, light and exposure, films, filters, and flash bulbs as they are applied to the practice of solving everyday picture problems.

Pilot Ground School 30 Hours

A study of aerospace history, weather, navigation, instruments, preflight planning, computer and wind triangles, regulations, radio communications, the aviation field and procedures necessary to become a safe private pilot. Classes are oriented toward the latest material available from the Federal Aviation Agency and students are prepared to pass the written examination required by the government.

Real Estate 30 Hours

This course is designed to help those who seek a business career in the broad field of real estate and others who for personal reasons wish to obtain a clear understanding of the facts of real property ownership, as well as of the principal commerical and financial transactions involved in the ownership and transfer of real estate.

Basic Arc Welding 20 Hours

A study of the operation of AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarities and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested so that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

Advanced Welding 30 Hours

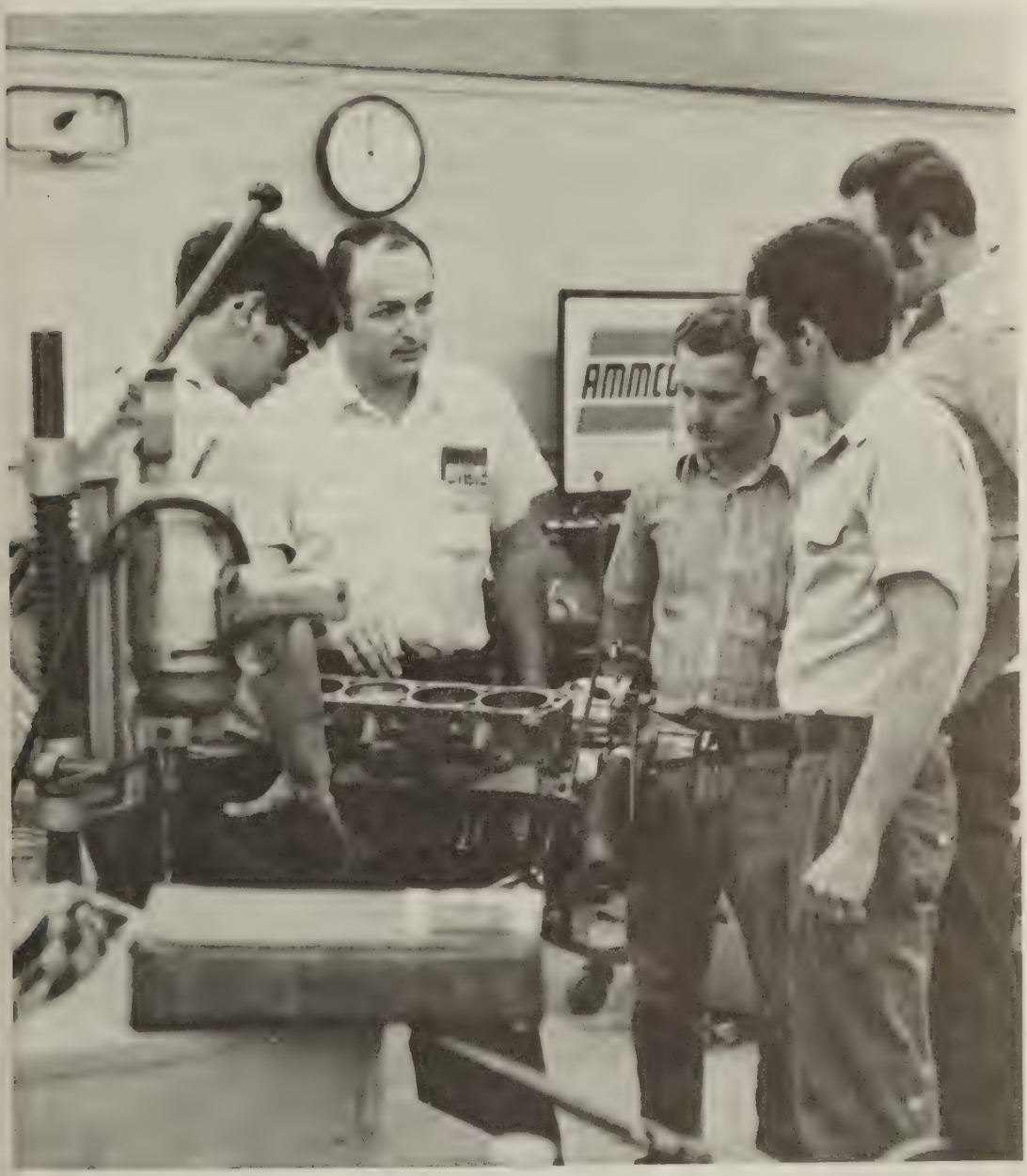
A continuation of basic welding with more time spent in practice and more difficult practices introduced. Hard-facing, welding unlike metals, methods of metal identification and use of the carbon arc torch are some of the areas covered in this course. Usually each student completes an individual project during the course.

Oxyacetylene Welding 30 Hours

An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment and assembly of units are the major topics of this course. Weld procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead positions, brazing and hard and soft soldering are studied. Safety procedures in the use of tools and equipment are stressed.

Tungsten-Inert Gas Welding (TIG) 30 Hours

Students who have become proficient in regular metallic arc welding and who desire more specialized training will have the opportunity to enroll in gas-shielded arc welding (TIG). This process requires specialized equipment and provides stronger joints, more ductility, and a greater degree of corrosion resistance than welds made by other welding processes. Uses of equipment, processes, and advantages of gas shielding will be explained.



SENIOR CITIZENS PROGRAM

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided for senior citizens are the following:

Arts and Crafts	Needlecrafts
Beginning Sewing	Advanced Sewing
Quilting	Recreational Therapy

Other Senior Citizens courses which may be offered if there is demand include:

Health for Senior Citizens	Retirement Planning
Home Gardening	Travel Tour Lecture

Senior citizens may also enroll in courses listed in other adult education programs.

COMMUNITY SERVICES

Wilkes Community College sponsors and promotes a number of Community Services which contribute to the cultural, economic, and civic improvement of the community. Such services arise from almost every program area. Among the more frequently offered community services courses are the following:

Seminars and Conferences	Fine Arts Exhibits
Radio Programs	Musical Programs
Speaker and Lecture Series	Community Studies
Discussion Groups	Drama Programs
Job Relations in Business	Advertising
Customer Relations	Consultant Services
Personality Development	Credit and Collections
Creative Salesmanship	Marketing Research
In-Service Training	Education for the Handicapped

COURSE DESCRIPTIONS

The courses which follow are a complete alphabetical listing of courses offered by Wilkes Community College.

Two-year degree courses are numbered 100-299. Freshman level courses are numbered 100-199 and sophomore level courses are numbered 200-299. Student showing a high level of competence may select certain sophomore level courses during the freshman year; however, courses should be taken in numerical sequence with prerequisite courses taken as indicated.

Courses numbered in the 1,000 series are vocational courses. Those numbered 2,000-2,999 are extension courses.

In the course description, following the course number, appears a code (3-3-4) which should be interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory or shop hours; third number equals number of credit hours except in the Practical Nursing Courses.

AGRICULTURE

AGR 0100 Farm Management Techniques 3 3 4
Principles of Farm Management will include an overview of the major functions of operating a farm. These include planning, financing and operation techniques.

AGR 0101 Farm Machinery Operation and Maintenance 4 2 5
Care, repair, and selection of the large units of farm equipment operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, cotton pickers, and peanut harvesters will be included.

AGR 0102 Farm Records and Taxes 3 3 4
The student will gain the necessary terminology, basic principles and techniques to keep farm records, and will apply the principles learned by working with actual farm situations.

AGR 0103 Farm Welding 4 2 5
Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases, and special electric welding machinery.

AGR 0106 Farm and Home Construction 4 2 5
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets. The study also includes the farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.

AGR 0107 Farm Electrification 4 2 5
A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling and utilization of electricity.

AGR 0108 Farm Electrification Workshop 3 3 4
Practical application of farm electrification techniques to accompany classroom instruction.

AGR 0109 Agricultural Mechanics 4 2 5
The student receives the current trends in agricultural mechanization in addition to practical shop application. The principles and fundamentals of tractor operation, agricultural chemicals application equipment, and the repair, modification, and maintenance of these items is covered.

AGR 0111 Internal Combustion Engines I 3 3 4
Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection, and reassembly of various engines.

AGR 0118 Small Engines 4 2 5
This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines.

AGR 0127 Animal Nutrition 3 3 4
A course dealing with the principles of nutrition and their application to feeding practices of cattle, horse, sheep, and swine production in North Carolina.

AGR 0180 General Poultry Science I 3 3 4
An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varities; the breeding principles; the principles of incubation, boarding, rearing feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control.

AGR 0181 General Poultry Science II 3 3 4
A continuation of the study of the general principles and practices of the science and poultry production with emphasis on the application of these principles to specializes areas of poultry production.

AGR 0185 Soil Science 3 3 4
A course dealing with basic principles of efficient classification, evaluation and management of soils; care, cultivation and fertilization of the soil and conservation of soil fertility.

AGR 0200 Internship 0 12 4
A student enrolled in this course will spend a summer quarter with an agricultural employer, where he will receive training in various agricultural enterprises and in the sales and service of the products of that business. Training experience will be made available to the student by the dealer or his designated representative, and as agreed upon by the dealer and Wilkes Community College.

AGR 0201 Agricultural Chemicals 3 3 4
Agricultural Chemicals is a study of chemical agents used to control plant pests. Emphasis is on proper selection, effective and safe use of materials.

AGR 0202 Livestock Housing and Equipment 3 3 4
A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality of livestock products.

AGR 0203 Fruit and Vegetable Production 4 2 5
A course dealing with fruit and vegetable production. A study of the importance and principles of production and marketing of the major vegetable crops. Identification and methods of production and marketing of the principal tree and small fruits.

AGR 0205 Agricultural Marketing 4 2 5
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco.

AGR 0206 Farm Machinery Repair 4 2 5
A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is placed upon preventive maintenance through appropriate use and care.

AGR 0207 Poultry Enterprise 4 2 5
A review of the growth of the various poultry enterprises — including market eggs, hatching eggs, and broiler production; marketing procedures; determining and controlling costs and production; choosing breeds and determining flock size, feeding systems, conversion ratios, labor efficiency, and other management factors.

AGR 0208 Pastures and Forage Crops 3 3 4
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting and nutrient value.

AGR 0209 Agricultural Programs and Agencies 4 2 5
A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions and services of these organizations.

AGR 0210 Farm Forest Management 4 2 5
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.

AGR 0226 Swine Production 3 3 4
Development of the swine producing and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing, and management of swine.

AGR 0227 Beef Production 3 3 4
A study of beef production. This includes the selection, breeding, feeding, care, and management of a beef herd.

AGR 0228 Livestock Diseases and Parasites 3 3 4
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptons, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.

AGR 0229 Horse Management 3 3 4
A specialized study in animal science of the principles and practices of horse care and management. Emphasis is placed upon the fundamentals of selection, nutrition, breeding and animal health.

AGR 0230 Dairy Production 3 3 4
A study of dairy production. This includes the selection, breeding, feeding, care, and management of a dairy herd.

AGR 0280 Poultry Health 3 3 4
The principles and practices of poultry disease and parasite prevention and control. The mortality problem and the nature of disease. The types of organisms causing poultry diseases. The methods of disease prevention and control. Nutritional disorders and miscellaneous conditions. The major poultry diseases. Prevention and control of internal and external parasites.

AIR CONDITIONING

AHR 0203 Air Conditioning 3 3 4
A general introduction to the principles of air conditioning as applied to mobile equipment; the study of the assembly of the components and connections necessary and the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system and other safety measures are stressed.

AHR 1101 Automotive Air Conditioning 3 3 4
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

ART

ART 0111 Art in World Culture I 3 0 3
The student will study art from pre-historic times through the Reniassance. Emphasis will be on the development and relationship of art as a functional and aesthetic outgrowth of the historical period in which it develbasioped. A study of painting, sculpture, architecture, and ceramics will constitute the course.

ART 0112 Art in World Culture II 3 0 3
The course will consist of a study of the various artistic styles from the end of the Renaissance to contemporary times. Emphasis will be on art as it reflects the age in which it exists.

ART 0125 Oil Painting 3 0 3
An introduction to the technique of oil painting including the study of pictorial composition, color, and the elemnts and the principles of art which assist the student in the development of a painting. The student is taught the academic method of oil painting and encouraged to experiment.

ART 0126 Painting and Sketching 3 0 3
This course is recommended for those with no art training. Learn how to "see" a picture. Study composition and arrangement. Discover how perspective is used in drawing and learn shading and rendering with various art media.

ART 0127 Sculpture I 3 0 3
An introductory course using clay to develop three techniques: the figure, the bas relief, and the bust. Modeling, sculpturing, design and construction using armatures will be the basic instruction. Firing and the finishing process will climax the course.

ART 0128 Sculpture II 3 0 3
Production in the area of wood carving, plaster coating, metals, and mixing media construction is emphasized. The science of glazing, advanced armature making, and the using of recently developed media for sculpture work.

ART 0151 Creative Activities 3 3 4
Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in young children.

ART 0212 INTRODUCTION TO ART 4 0 4
Analysis of selected examples of architecture, sculpture, painting, crafts, and industrial design in relation to their historic time and need. This course includes content of an art appreciation course and will devote one hour per week exploring media options and combinations in the art field.

BIOLOGY

BIO 0108 LIFE SCIENCE EXPERIENCES FOR YOUNG CHILDREN 3 3 4
A biology course designed for students preparing for a career to work with young children. Emphasis is placed upon approaches to teach the basic concepts of life science during the early school years.

BIO 0111 GENERAL BIOLOGY I 3 3 4
This course presents the very basic concepts of biological study. The concepts and theories included are the scientific method, cellular and protoplasmic organization and functions, Mendelian genetics, organic evolution, and systems of classification. These topics will be reinforced and further investigated with appropriate laboratory assignments.

BIO 0112 GENERAL BIOLOGY II 3 3 4
This sequel of BIO 0111 is an introduction to zoology. The organization and functions of the chief groups of animals in evolutionary sequence are reviewed in both the classroom and particularly in the laboratory sessions by means of dissection. The major emphasis, however, is on the physiology of several systems of the human.

BIO 0113 GENERAL BIOLOGY III 3 3 4
This study of introductory botany completes the biological sequence. The anatomy and physiology of plant systems are presented with particular emphasis placed on photosynthesis and cellular respiration.

BIO 0114 ANATOMY AND PHYSIOLOGY 6 0 0 6
A study of the general plan of the human body and the nine systems. Designed for understanding how the body functions, moves and stands erect, distributed food and oxygen and removes waste and provides for survival. Prerequisite: None

BIO 0115 NUTRITIONAL BIO-CHEMISTRY 3 0 0 3
Designed to give knowledge of the basic principles of nutrition for the nurse and patient. Also involves mechanics of digestion, absorption and metabolism, nutritional requirements for all age groups, and as modified by religion or culture.

BIO 0120 BOTANY I 3 3 4
Botany is the study of the principles of plant growth, reproduction, functions and use of plants. The basic information gained in this course is necessary for an understanding of best cultural practices to be used in growth and maintenance of ornamental and crop plants.

BIO 0121 BOTANY II 3 3 4
A study of the physiology of the plant organism and its application to practical propagation, production, and pest control problems.

BIO 0125 ANIMAL SCIENCE 3 3 4
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing and marketing of livestock.

BIO 0170 PLANT SCIENCE 3 3 4
An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

BIO 0174 MICROBIOLOGY I 3 3 4
A general microbiology course dealing with the structure, development and function of bacteria and other microorganisms.

BIO 0176 MICROBIOLOGY II 3 3 4
The relationship of microorganisms to fresh and preserved foods. Bacteriological methods of analysis for determination of sanitary quality of foods and dairy products. The role of the microorganisms as spoilage agents; sources in nature and means of control.

BIO 0178 MICROBIOLOGY III 3 3 4
A continuation of BIO 0176 with special emphasis placed on industrial uses of microorganisms.

BIO 0290 CONSERVATION OF NATURAL RESOURCES 3 3 4
An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in oil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry and recreation.

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS 3 0 3
This survey course provides an introduction to the structure of business organizations, methods of financing, internal organization, marketing, and management.

BUS 0102 TYPEWRITING I 2 3 3
This is an introduction to the touch typing system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, and tabulation.

BUS 0103 TYPEWRITING II 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typing techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 0102 or the equivalent.

BUS 0104 TYPEWRITING III 2 3 3
Attention is on the development of the student's ability to function as a typist, producing mailable copies. Production typewritting and speed building are emphasized. The production units are tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 0103 or the equivalent.

BUS 0105 PRINCIPLES OF INSURANCE 3 0 3
An introduction to the insurance institution and its impact on business and society from the standpoint of both insurer and insured. Major types of coverages, along with fundamentals of contracts, are explored.

BUS 0106 SHORTHAND I 3 3 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis is on phonetics, penmanship, word families, brief forms, and phrases.

BUS 0107 SHORTHAND II 3 3 4
A continuation of the study of shorthand theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 0106 or the equivalent.

BUS 0108 SHORTHAND III 2 3 3
A comprehensive review of shorthand theory with greater emphasis on speed building and accuracy in transcription. Emphasis is on spelling, punctuation, and an introduction to office-style dictation. Prerequisite: BUS 0107; BUS 0104 or its equivalent.

BUS 0109 MACHINE TRANSCRIPTION 3 0 3
The student will transcribe at the typewriter business correspondence and other documents from machine-recorded dictation. Emphasis is on mailability which includes correct punctuation, spelling, and form.

BUS 0110 OFFICE MACHINES I 2 3 3
Office Machines I is a general survey of business and office machines. The student will receive training in techniques, processes, operation, and appplication of the ten-key adding machine, full keyboard adding machine, and various calculators, including the electronic.

BUS 0111 BUSINESS MATHEMATICS 3 0 3
Basic mathematical concepts are reviewed and skills are developed through practical applications to business situations and problems which may arise in accounting, finance, management, consumer economics, and retailing.

BUS 0112 FILING AND RECORDS MANAGEMENT 3 0 3
This course presents the fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. The student studies and applies principles of alphabetic, numeric, geographic, and subject filing.

BUS 0113 SMALL BUSINESS OPERATION 3 0 3
Small business initiation, financial and administrative control, and problems involving purchasing, marketing, franchising, and servicing are considered along with personal, legal, and governmental relationships.

BUS 0115 BUSINESS LAW I 3 0 3
This course includes an introduction to sources of law and the structure and functions of the North Carolina and federal court systems. Emphasis is given to the law of contracts and the law of sales in accordance with the Uniform Commercial Code.

BUS 0116 BUSINESS LAW II 3 0 3
Business Law II continues the study of the Uniform Commercial Code, including the Articles on Commercial Paper and Secured Transactions. In addition the student will study the laws of agency, partnerships and corporations.

BUS 0117 REAL ESTATE LAW 3 0 3
The emphasis of this course is upon study of the law as it relates to real estate practice and real property transactions. Included in this study are the laws which govern listing, closing, financing, title examination and insurance and the laws of agency, contracts, options, mortgages and deeds of trust.

BUS 0120 ACCOUNTING I 3 3 4
Recognition of accounting principles and development of techniques involving cash, purchases, sales, receivables, payables, and inventories, with adjustments and statements necessary to complete the accounting cycle for service and trading enterprises.

BUS 0121 ACCOUNTING II 3 3 4
Accounting systems and the control of cash and noncash items by means of the voucher system, payroll procedures, and integrated data processing. The fundamentals of partnership and corporation organization and operation are covered.

BUS 0122 ACCOUNTING III 2 2 3
Control accounting applied to departments, branches, and manufacturing operations, with emphasis on process and job order systems. Budgetary control, cost and revenue relationships, sources and applications of funds, and special analyses relative to consolidations are explored.

BUS 0123 BUSINESS FINANCE 3 0 3
This course is designed to acquaint the student with methods by which the three major forms of business enterprises are financed. Included is detailed study of short-term and long-term borrowing.

BUS 0127 PERSONAL FINANCE 3 0 3
This course is designed to prepare the student for more effective management of his personal financial affairs. Budgeting, cash management, insurance, investments, portfolio management, and retirement planning are covered.

BUS 0133 CURRENT BUSINESS PROBLEMS 2 0 2
This course is designed to enable the student to explore and study the complex problems of the contemporary world of business.

BUS 0172 FINANCIAL STATEMENT ANALYSIS 3 0 3
In this course the student is given an introduction to the purpose and function of statement analysis with emphasis on accounting practices utilized. The student will perform practical analyses of financial statements and explore the implications of these for business enterprises. The control, management, marketing, and production within business as viewed by the financial officer will also be studied.

BUS 0183 MEDICAL AND LEGAL TERMINOLOGY 3 0 3
Emphasis is on syllabication, pronunciation, and spelling. The course is designed to increase the student's ability to understand and use terminology commonly used in offices of doctors, lawyers, and other professionals.

BUS 0186 PRINCIPLES OF BANK OPERATIONS 3 0 3
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad operational perspective and develop the capabilities so necessary for career advancement.

BUS 0192 PROPERTY AND LIABILITY INSURANCE 3 0 3
Generally accepted forms of insurance against fire and related perils in both home and business are covered in depth. The Homeowner's Policy and the Standard Fire Policy are analyzed, as are the provisions for fire, multiple-line and consequential losses in business institutions. Automobile insurance, financial responsibility laws, provisions for "no-fault" insurance, assigned risk plans, and the need for driver education, as well as types of liabilities attaching to negligence, dishonesty, and service guarantees are explored.

BUS 0194 LIFE AND HEALTH INSURANCE 3 0 3

Economic consequences of premature death, ill health, old age, and unemployment are analyzed. The major types of life insurance — term, whole life, and endowment — are studied by means of reference to specimen and actual policies, with emphasis on contractual provisions pertaining to settlements and policyholder options. The field of health insurance is explored, and the complex provisions of private health insurance contracts are analyzed with regard to benefits, limitations, and deductibles.

BUS 0200 BUSINESS COMMUNICATIONS 3 0 3

The course develops skills and techniques in writing business correspondence. Emphasis is placed on learning how to write letters of inquiry, action, getting sales letters, letters of application, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, and remittances. Prerequisite: Typewriting Proficiency.

BUS 0205 ADVANCED TYPEWRITING 3 2 4

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents. Prerequisite: BUS 0104.

BUS 0206 DICTATION AND TRANSCRIPTION I 3 2 4

Dictation and Transcription 0206 presents a review of Gregg shorthand theory. It includes the dictation of familiar and unfamiliar business-letter material at varying rates of speed and transcription at the typewriter. Emphasis is placed upon increasing the students rate of taking dictation. Prerequisite: BUS 108 or demonstrated proficiency.

BUS 0207 DICTATION AND TRANSCRIPTION II 3 2 4

This is a continuation of BUS 0206 with increased dictation speed goals. Prerequisite: BUS 0206

BUS 0208 DICTATION AND TRANSCRIPTION III 3 2 4

Emphasizes the development of shorthand speed, accuracy, and transcription ability that will enable the student to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 0207.

BUS 0211 OFFICE MACHINES II 3 2 4

Instructions are given in the operation of the bookkeeping—accounting machine, duplicating equipment, and the dictating and transcribing machines. Additional emphasis is placed on the use of adding and calculating machines through the completion of a machine practice set. Prerequisite: BUS 0110.

BUS 0214 SECRETARIAL PROCEDURES 3 2 4

The course is designed to acquaint the student with the responsibilities encountered by a secretary during the work day.

BUS 0215, 0216 OFFICE APPLICATION I AND II 0 9 3

An appropriate work experience program in an approved business office under the supervision of the employer and under the direction of the course coordinator.

BUS 0222 ACCOUNTING IV 4 2 5

This course provides thorough treatment of the field of general accounting and some of the foundation for additional specialization. Included are the consolidated balance sheet, income and retained earnings statement, working capital and financial position statement, as well as more involved transactions pertaining to cash and temporary investments. Prerequisite: BUS 0122.

BUS 0223 ACCOUNTING V 4 2 5

This course presents additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 0222.

BUS 0225 COST ACCOUNTING 3 3 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and overhead; job costs, and standard cost principles and procedures; selling and distribution costs; budgets, and executive use of cost figures form the major elements of this course. Prerequisite: BUS 0122.

BUS 0229 TAXES 3 2 4

This course emphasizes application of federal and state taxes to various businesses and business conditions. It includes a study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

BUS 0232 SALES DEVELOPMENT 3 0 3

Sales Development is a study of consumer and commercial selling with emphasis placed upon learning and applying fundamental sales techniques.

BUS 0233 PERSONAL IMPROVEMENT 3 0 3

A charm course for women designed to help the student recognize the importance of her physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and personality improvement.

BUS 0234 PRINCIPLES OF SUPERVISION 4 0 4

Principles and techniques needed by supervisors in any capacity to deal with everyday problems and to achieve maximum output from all subordinates with a minimum of friction. The course is designed to improve the skills of the supervisor in planning, motivating, and training others to become supervisors.

BUS 0235 PRINCIPLES OF MANAGEMENT 3 0 3

Principles of Management includes an overview of the major functions of management such as planning, staffing, controlling, directing, and financing, as well as clarification of the decision-making function versus the operating function.

BUS 0239 PRINCIPLES OF MARKETING 3 0 3

A general survey of marketing with emphasis placed on the study of the functions, policies, and institutions involved in the marketing process.

BUS 0243 ADVERTISING 3 0 3

Advertising is a study of the methods by which business promotes its products and services in the market. Included are the advertising planning process, objectives of the advertising program, and the use of advertising media.

BUS 0247 BUSINESS INSURANCE 3 0 3

The survey course, Business Insurance, presents basic principles applicable to legal reserve and government-sponsored coverages in life, casualty, fire, health, accident, social security, and workmen's compensation. The economic significance of insurance is stressed especially in reference to the ways the various types of coverage apply to business.

BUS 0258 COMMERCIAL BANK MANAGEMENT 3 0 3

This course presents observations and trends in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management, principally through the use of case studies as a learning technique.

BUS 0260 MONEY AND BANKING 3 0 3

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such topics as economic stabilization, types of spending, the Federal Reserve, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BUS 0269 AUDITING 3 3 4

Principles of conducting audits and investigations, including the Code of Ethics of professional auditors. Planning the audit, collecting data, preparing working papers, and writing the report and opinion are studied in sequence, with emphasis on detailed audits and internal control. Prerequisite: BUS 0223.

BUS 0271 OFFICE MANAGEMENT 3 0 3

The student learns to plan, organize, and control office activities and to lead people to achieve business goals in situations where methods, equipment, systems, and practices are constantly changing.

BUS 0272 PERSONNEL MANAGEMENT 3 0 3

Personnel Management introduces the basic responsibilities and duties of the manager and his relationship to supervision, subordinates, and associates.

BUS 0282 MUNICIPAL ACCOUNTING 3 3 4

Municipal accounting is a study of accounting systems for cities, counties, and other governmental units. Prerequisite: BUS 0122.

CHEMISTRY

CHM 0110 TECHNICAL CHEMISTRY 3 3 4

A study of the fundamental principles of chemistry including occurence, preparation, properties and periodic classifications of some of the important elements. Chemical bonding and certain classes of chemical compounds including acids, bases, salts, and some common organic compounds will be studied. Laboratory experiences are designed to reinforce classroom presentations.

CHM 0111, 0112, 0113 GENERAL CHEMISTRY I, II, III 3 3 4

Fundamental principles and laws underlying chemical action with special emphasis on the non-metals, their compounds, theories and problems. Laboratory deals with the non-metallic elements and their compounds, and the theories of qualitative and quantitative analysis. A working knowledge of algebra is highly recommended before entry into these courses which must be completed in sequence.

CHM 0230 CHEMICAL POLLUTION AND CONTROL 3 3 4

A study of chemical pollutants. Labs will consist of methods of monitoring and controls. Special emphasis will be placed on agricultural and industrial chemical pollution.

CONSTRUCTION

CON 0101, 0102, 0103 CONSTRUCTION I, II, III 3 15 8

Course includes an introduction to building construction careers. Major emphasis is placed on safety and compliance with the Occupational Safety and Health Act. Students are required to demonstrate proficiency in operating installed and portable power tools plus pass a written safety test before they are allowed to operate the equipment. Proper care and use of tools and equipment are stressed. Building materials are discussed and correlated with plans, specifications, and codes. Sufficient classroom work is provided to insure understanding of basic principles involved. Heavy emphasis is placed on the development of skills. Course work will include but not be limited to footings, erection of foundations and chimneys using block and/or brick; floor, wall, ceiling, and roof framing; sliding, double-hung, casement, and fixed windows; rough openings and framing in addition to all types of doors; proper installation of door and window hardware; stick and component construction of wall sections, roof trusses, and post and beam components; roofing materials, interior and exterior walls; ceilings, sub and finished flooring; stair construction; and exterior siding, facia and soffits. Physical stamina is required. Each student must carry accident insurance and, during laboratory periods, wear apparel and shoes which comply with OSHA. The College provides the required head gear and safety glasses. Students enrolled in this sequence of courses should possess an interest in working with wood and tools, like to work outside, and be able to endure adverse weather conditions.

CON 0200 CONSTRUCTION INTERNSHIP 0 12 4

A student enrolled in this course will spend a summer quarter with a construction employer where he will receive training in various construction enterprises. Training experience will be made available to the student as agreed upon by the contractor and Wilkes Community College. Prerequisite: Satisfactory completion of first year of the curriculum.

CON 0201 ELECTRICAL WIRING SYSTEMS 3 3 4

A course in electrical wiring with emphasis on National Electric Code requirements. Basic electricity and its applications with electrical wiring materials and methods of installation in residential and light commercial constructions are studied. Laboratory work in electrical wiring applications.

CON 0202 PLUMBING SYSTEMS 3 3 4

A course in plumbing with emphasis on plumbing materials and methods of installation. Private and public sewage systems and plumbing waste and supply systems for residential and light commercial constructions are studied. Laboratory work in plumbing applications.

CON 0203 CONSTRUCTION MATERIALS AND METHODS 3 3 4

An advanced course in construction materials and methods related to all types of building construction. Manufacture of construction materials, suitability for use in construction, and methods of installation are studied. Classroom work supplemented by field trips and films.

CON 0204 CONSTRUCTION SURVEYING 3 6 5

A course in construction field surveying for residential and light commercial construction. Building layout and leveling are emphasized through exercises in linear measuring, turning angles, running lines of levels, building layout and setting batter boards, stadia survey and pipeline survey. Extensive field work in surveying applicattons.

CON 0205 CONSTRUCTION DOCUMENTS 3 3 4

A course that establishes the responsibilities and limitations of construction foremen and superintendents from the point of view of construction contracts and specifications. Invitation to Bidders, Forms of Agreements, Addenda, Change Orders, General Conditions, and Specifications are all developed as they would actually be used on residential and light commercial construction projects.

CON 0206 CONSTRUCTION PLANNING AND ESTIMATING I 3 6 5

A course in quantity take-off estimating using plans prepared by an architect for a typical single-family residence. Quantities of materials needed for foundations, rough carpentry, masonry, millwork, and finishing materials are all calculated by the student. Relationship of estimates to construction planning is emphasized. Prerequisite: DFT 0118 or DFT 0120.

CON 0207 CONSTRUCTION PLANNING AND ESTIMATING II 3 6 5

A course in construction planning using plans prepared by an architect for a typical light commercial structure. Quantities of materials are estimated and construction labor times are calculated for each operation. Detailed bar charts and critical path flow charts are then prepared from the data to establish the order of the construction operations and the time required for the completion of the work. Prerequisite: CON 0206.

CON 0208 RESEARCH PROJECT 1 6 3

Individual assignments of a carefully selected project will be the work of the student during this quarter. It will give the student an opportunity to initiate and carry out a project taken from outside the school. This course places the responsibility upon the student to solve a significant problem with a minimum of assistance from the instructor.

CON 0209 STRUCTURES 3 3 4

Principles of statics and strength of materials are applied to the structural components of buildings. Columns, beams, girders, footings, and connections under loaded conditions are studied. Wood, steel, and concrete are developed as structural members. Laboratory work in applied mechanics and strength of materials. Prerequisite: MAT 0120.

DRAFTING

DFT 0103 LANDSCAPE DRAFTING 0 6 2

A course designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting include: lettering, sketching, line technique, geometric construction, building floor plan and elevation, boundary and contour maps, and plan reading of architectural site plans. Problems dealing with drawing techniques, surveying theory, and use are explored.

DFT 0110 SCHEMATICS AND DIAGRAMS 0 3 1

A beginning course in basic mechanical drawing, technical sketching, and interpretation of automotive and diesel schematic diagrams. Emphasis is placed on neatness, accuracy, and proper care and use of instruments.

DFT 0118 BLUEPRINT READING 0 6 2

Principles of interpreting blueprints and specifications common to the home building construction industry and development of an understanding of the three-view concept of architectural presentations. Laboratory experiences include problems in sketching and the use of basic drafting instruments.

DFT 0120 CONSTRUCTION DRAFTING I 0 9 3
A beginning course in architectural drawing, sketching, and interpretation of single drafting presentations of single-family dwellings. The student will prepare a floor plan, exterior elevation, foundation plan, structural section detail, and door and window schedules for a family dwelling. Emphasis is placed on neatness, accuracy, and proper use of drafting equipment. Prerequisite: DFT 0118.

DRAMA

DRA 0101, 0102, 0103, 0104, 0105, 0106 PLAY PRODUCTION I, II, III, IV, V, VI 0 10 1
For every College Theater production in which a student has an acting role or in which he works technically, he will receive one hour of credit.

DRA 0111 INTRODUCTION TO THE DRAMATIC ARTS 3 0 3
A survey of the various styles and types of theater will be made. The course will include a brief study of the history of western drama. When the enrollment is small enough the class will produce a play as the vehicle through which to study drama.

DRA 0112 INTRODUCTION TO CINEMA 3 0 3
An introduction to the motion picture as an art form, with major consideration of artistic techniques and minor consideration of the technical aspects of motion picture making.

DRA 0113 ACTING AND STAGE MOVEMENT 3 0 3
An examination of the various styles of acting. Acting as an art form and as a means for self-explanation and self-exploration will be stressed. In-class individual character development and group scene work will be coordinated with both classical and modern stage movement exercises.

DRA 0207 DIRECTOR'S WORKSHOP 3 0 3
This course involves a study of the techniques and problems of directing. Admission to the course is by interview. Limited to Drama major only. Prerequisite: Approval of Instructor.

DRA 0213 SCENERY AND LIGHTING DESIGN 3 0 3
This course will include the following: an introduction to drafting technique, scenery design technique, actual design practice, model preparation, preparing working drawing, a basic introduction to scenery building materials and techniques, and actual scenery construction. It will also include a basic introduction to electricity, the lightboard, instruments, lamps, color, and design. The course is designed to give the student a working knowledge of stage lighting.

DRA 0221 HISTORY OF WESTERN THEATER 3 0 3
A historical survey of the origin, history and development of drama in western civilizations will be made. Emphasis will be on dramatic literature, technical accomplishment and presentational styles.

ECONOMICS

ECO 0102, 0103, 0104 PRINCIPLES OF ECONOMICS I, II, III 3 0 3
These courses encompass the basic principles of macroeconomics and microeconomics. Macroeconomics includes the study of national income, employment, inflation, the public sector, and economic growth. Microeconomics includes the study of the price system, distribution of income, allocation of resources, and international trade.

BUSINESS DATA PROCESSING

EDP 0100 KEY PUNCH OPERATOR 1 3 2
Designed and planned to enable the student to acquire the degree of skill necessary for employment as a key punch operator on an IBM 26 or 29 Printing Card Punch. Stress is placed on care and proper operation of the machine and preparation of program cards for placing the machine under programmed control. Terms which are most commonly used with the key-punch machine as it relates to automated data processing in the business world are presented and fully explained. Prerequisite: Typewriting proficiency.

EDP 0104 INTRODUCTION TO DATA PROCESSING SYSTEMS 3 0 3
Fundamental concepts and operational principles of data processing systems are introduced. The eight basic operations that form the core of data processing are explained as well as the equipment that can be used to perform the processing operations. Systems and procedures are studied along with the factors to be considered in evaluating manual, mechanical, punched card, and computer data processing systems.

EDP 0107 INTRODUCTION FOR FORTRAN IV 2 3 3
Designed to provide the student with basic programming knowledge of a typical compiler language oriented to problem solving. Emphasis is on program construction with a few simple problems run on a remote computer terminal.

EDP 0108 INTRODUCTION TO COMPUTER SYSTEMS 3 0 3
A study of computer systems involving such topics as job scheduling, file devices, file organizations, operating systems, and job control language. The internal workings of the computer and the numbering systems used to represent values in computer storage are discussed.

EDP 0110 BUSINESS PROGRAMMING I (RPG II) 3 3 4
Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input, calculation, and output specification. Business applications are written and run on a remote computer terminal.

EDP 0111 BUSINESS PROGRAMMING II (ADV. RPG II) 3 3 4
The use of advanced RPG II techniques to solve complex business-oriented problems. Programs are run on a remote computer terminal. Prerequisite EDP 0110.

EDP 0204 INTRODUCTION TO SOFTWARE SYSTEMS 2 0 2
Introduction to Software Systems is a study of programs and routines used to extend the possibilties of computers, and which facilitate the operation of the computer by the user installation. The student reviews case studies and determines the solutions.

EDP 0207 BUSINESS PROGRAMMING II (COBOL) 3 3 4
The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested on a remote computer terminal.

EDP 0208 BUSINESS PROGRAMMING III (ADVANCED COBOL) 3 3 4
Advanced Cobol techniques are used to solve complex business-oriented problems. Programs are run on a remote computer terminal. Prerequisite: EDP 0207.

EDP 0216 RESEARCH PROJECT 0 9 3
Individual assignments of a carefully selected project will be the work of the student during this quarter. It will give the student an opportunity to initiate and carry out a project taken from outside the school. This course places the responsibility upon the student to solve a significant problem with a minimum of assistance from the instructor.

EDP 0220 ASSEMBLY LANGUAGE 3 3 4

This course is an introduction to the study of assembly language programming. Instruction includes assembly language specifications, operations, and rules for writing source programs. Laboratory exercises are devoted to developing program logic and writing assembly language programs to solve sample problems.

EDUCATION

EDU 0103 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 0 3

Study of principles and practices of early childhood education. The types of experiences and facilities which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs and facilities are derived through group discussion and individual projects. Field experience provides opportunities to observe children and programs in different pre-school facilities.

EDU 0140 INTRODUCTION TO PERSONNEL SERVICES 3 0 3

A study of the personnel service programs of educational institutions, human service agencies, and industry. Emphasis will be placed upon guidance and counseling programs, their purpose and philosophy as it relates to the goals of the institution. The organization and implementation of a personnel service program is also a part of this study. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

EDU 0141 GROUP METHODS AND PROCESSES 3 0 3

An introduction to interpersonal concepts and problems of communication in interpersonal transactions. Exploration of one's attitudes, feelings, and past experiences as related to the interactions of the individual in society.

EDU 0142 COUNSELING TECHNIQUES 3 0 3

A study of the theories and principles of counseling. Emphasis will be placed upon the development of interpersonal skills necessary to communicate with people of different backgrounds and experiences. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

EDU 0201 SEMINAR PRACTICUM 0 6 2

Designed to provide observational opportunities to promote objectivity in recording children's behavior. Interpretation of children's behavior will be explored via the on-the-spot record.

EDU 0202 SEMINAR PRACTICUM 0 6 2

Designed to provide observational activities and participation to enhance the understanding of physical, motor, and language development in the young child.

EDU 0203 SEMINAR PRACTICUM 0 6 2

A practicum experience designed to integrate theoretical knowledge in the areas of cognitive, moral, social, and emotional development with practical experience and first-hand observations.

EDU 0204 SEMINAR PRACTICUM 0 6 2

The Seminar Practicum places the students in a variety of educational experiences. To enable the student to better understand the preschool child, EDU 0204 concentrates on the young child in the classroom setting.

EDU 0205 SEMINAR PRACTICUM 0 6 2

The Seminar Practicum experience involves students with a variety of educational settings. In order that the student may gain a basic understanding of what constitutes teaching young children, EDU 0205 focuses on the role of the teacher and assistant in the classroom.

EDU 0206 SEMINAR PRACTICUM 0 9 3
This is a continuation and culmination of the total Seminar Practicum experience at Wilkes Community College in Early Childhood Education. It is a learning-by-doing in the actual classroom situation, the emphasis during the final quarter being: Organizing for the classroom.

EDU 0209 NUTRITION 3 0 3
Study of basic nutrition — interpret nutrition in terms of student well-being and nutritional welfare of those they may serve.

EDU 0243 OCCUPATIONAL AND EDUCATIONAL INFORMATION 3 0 3
A study of the career and educational information available to aid students in career decision making. This includes a study of the world of work, sources of occupational information, establishing an educational-occupational information library, using educational, occupational, and social information and sociological and psychological factors, influencing career planning. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

EDU 0244 ADMINISTRATION AND INTERPRETATION OF TESTS 3 0 3
A study of the rationale for group and individual testing. This includes the administration as well as the use of tests of intelligence, interest, and achievement in educational and career planning. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

EDU 0245 COMMUNITY RESOURCES 3 0 3
A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

ELECTRONICS

ELN 1112 A.C. AND D. C. FUNDAMENTALS 3 18 9
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle and resonance.

ELN 1123 AMPLIFIER SYSTEMS 3 6 5
Service techniques of monophonic and stereophonic high fidelity systems and auxiliary equipment are presented. The operation and design of public address sound systems, and inter-communication amplifiers and switching systems are studied. Prerequisite: ELN 1112.

ELN 1127 RADIO AND TELEVISION CIRCUITS 9 18 15
A study of radio and television circuits and their relationship to radio frequency, intermediate frequency, audio amplifiers, video detector, and video amplifiers. The design and adjustment of vertical and horizontal sweep circuits as pertains to B/fi television receivers are explored in depth. Prerequisite: ELN 1123, ELN 1131.

ELN 1128 COLOR TELEVISION 3 15 8
A continuation of ELN 1127 with emphasis on color sets, their circuitry, alignment, and associated testing equipment. Prerequisite: ELN 1127.

ELN 1129 REPAIR AND SERVICING TECHNIQUES 3 6 5

Students, using electronic testing devices, will determine defective components of home entertainment equipment. Emphasis will be placed on method, speed, and accuracy of work. Students will repair or replace defective components. Proper alignment of radio frequency, intermediate frequency, and chrome amplifiers in B/W or color television sets will be emphasized. Prerequisite: ELN 1127.

ELN 1131 VACUUM TUBE AND SEMI-CONDUCTOR FUNDAMENTALS 3 9 6

An introduction to the theory and operation of vacuum tubes and solid state devices used on common circuits. Rectifiers, amplifiers, switching circuits and oscillators are studied under operating conditions. Prerequisite: ELN 1112.

ELN 1132 MOBILE RADIO I 6 18 12

A study of vacuum tube abd solid state radio receiving circuits used in marine, avionics, microwave, and mobile two-way radio communications such as paging, police, highway, taxi, business, and radio telephone systems using amplitude modulation, frequency modulation, single and double conversion, multi channel operation, tone and squelch control, digital and pulse reception. In laboratory measurements will be made on modern radio using signal generators, frequency meters, noise and distortion meters to measure and align circuits for sensitivity selectivity, band width, noise, audio distortion, squelch to manufacturer's specifications. Prerequisite: ELN 1131.

ELN 1133 ANTENNA (WAVE PROPAGATION) 3 0 3

A study of antenna systems and radio wave propagation theory relating to such principles as electric and magnetic fields, horizontal and vertical polarization, ground and sky wave propagation, standing wave ratio and methods to measure these ratios proper impedance matching, radiation polar patterns, different types of transmission line, and D.B. attenuation factors. Forward and reverse power measurements. Proper methods of installing base station and mobile antennas. Prerequisite: ELN 1131.

ELN 1134 MOBILE RADIO II 6 18 12

A study of vacuum tube and solid state transmitting circuits used in marine, avionics, mircowave, and mobile two-way radio communication such as paging, police, highway, taxi, business, and mobile telephone systems using amplitude modulation, frequency modulation, multi channel operation, phase modulation, plate modulation, frequency multiplier stages, power amplifiers, tone incoders, tone and digital pulse modulation, crystal oscillators, and high voltage power supplies. In laboratory measurements and adjustments will be made on modern radio transmitters for such tests as frequency, modulation, distortion, noise, and power output using proper test and measurement equipment. Prerequisite: ELN 1132, ELN 1133.

ELN 1135 SYSTEMS 3 0 3

A study of different possible systems of radio transmission systems such as multi channel operation, remote control using wire lines, remote control using microwave carrier repeater operation. Accessory grouping for a mobile radio system including cabling, control head, different modes of operation, teleprinters, alarm system. Prerequisite: ELN 1132, ELN 1133.

ELN 1136 FCC RULES AND REGULATIONS 3 0 3

A study of FCC rules and regulations for Element 1, 2, 3.

ELN 1137, 1138, 1139 ELECTRICITY I, II, III 2 4 3

Principles of electricity covering resistance, current, and voltage in both AC and DC circuits, and application of solid state devices in electronic circuits. Heavy emphasis is placed on proper use of test equipment, interpretation of schematics, and troubleshooting in an industrial setting.

ENG 0100 READING SKILLS 3 0 3
This is a course in reading that takes the student at his level and systematically carries him through a variety of reading and study skills as well as critical analysis and interpretation. Vocabulary, rate and comprehension are continually stressed throughout the course.

ENG 0103 REPORT WRITING 3 0 3
This course is designed to teach students to utilize primary and secondary research tools. They will investigate a problem and collect, interpret, and organize data into a full-length technical report. Reports will be evaluated on the bases of content, writing skills, physical layout, and graphic presentation. Prerequisite: English 0112

ENG 0111 COMPOSITION: WRITING THROUGH PERCEPTION 3 0 3
The purpose of this course is to teach grammar through composition and composition through perception. Emphasis will be on the elimination of major errors in grammar, encouragement in the discriminating use of details, and construction of unified and coherent paragraphs.

ENG 0112 COMPOSITION: WRITING THROUGH RHETORIC 3 0 3
The purpose of this course is to teach basic rhetorical patterns and principles of exposition. Emphasis will be on planning and writing the whole composition and upon continued grammatical proficiency. Prerequisite: English 0111.

ENG 0113 COMPOSITION: WRITING THROUGH RESEARCH 3 0 3
Continuing stress will be placed on the principles of expository writing introduced in English 0112. The major emphasis, however, will be on research writing. Prerequisite: English 0112.

ENG 0200 ORAL COMMUNICATIONS 3 0 3
The course is a study of basic concepts and principles or oral communications. Emphasis is placed not only on the speaker's attidude, diction, voice, and gestures but also on the practical application of particular types of formal speeches. Additional attention may be given to informal oral communication and to group participation.

ENG 0211, 0212, 0213 LITERATURE I, II, III 3 0 3
This sophomore sequence serves as an introductory literature course. The course attempts to equip the students with the necessary skills to understand how the author conveys his message, to point out the interaction between literature and its historical context, and to develop or reinforce the students' awareness of the universal significance of good literature. Reading selections will include outstanding writings by American, British, and other European authors and playwrights from various literary periods.

ENG 0217 CHILDREN'S LITERATURE 3 0 3
Study of children's literature including a history as well as the types of literature appropriate for young children. Evaluation of modern writers, illustrators, and books is emphasized.

ENG 0218, 0219, 0220, 0221, 0222, 0223
INTRODUCTION TO JOURNALISM I, II, III, IV, V, VI 0 3 1
Participants in this course assume responsibility for publication of the college newspaper. Emphasis is on developing skills in report, feature, and editorial writing. For every quarter the student works on the newspaper, he will receive one hour of credit.

ENG 0231, 0232, 0233 AMERICAN LITERATURE I, II, III 3 0 3
In the American Literature sequence, major writers and their works in the various genre are studied chronologically and thematically. English 0231 is a study of major American writings from the Puritans through Hawthorne. English 0232 encompasses major writings from the Transcendentalists through Twain. English 0233 is a study of major works of American Literature from the early Twentieth Century to the present.

ENG 1111, 1112, 1113 WRITING TECHNIQUES I, II, III 3 0 3

This sequential offering is specifically designed for students in the RTV Broadcasting curriculum and is not intended for transfer within this college, or to any other institution. The study includes, but is not necessarily limited to, the following skills: vocabulary, pronunciation, complex sentence structure, punctuation, discriminating use of details, construction of unified expository paragraphs and themes, and letter writing. Constant emphasis is placed on practical needs of students and on effective communication in the broadcasting field. Writing exercises are an outgrowth of readings of particular interest to broadcasting students. These courses must be taken in sequence.

FOOD AND ENVIRONMENTAL SCIENCE

FES 0101 FOOD AND ENVIRONMENTAL SCIENCE I 3 3 4

An introduction to the history and science of foods. This course will include fundamentals of food processing operations. Nutrition, quality control, and food preservation methods will be studied. Foods related to environmental health will be emphasized. Labs will consist of field trips to local food industries.

FES 0102 FOOD AND ENVIRONMENTAL SCIENCE II 3 3 4

A continuation of Food and Environmental Science I with special emphasis placed on product processing. A special unit will be taught on water and effluent control. Labs will consist of in-plant visits, use of the oil immersion microscope and water and waste water examination.

FES 0200 INTERNSHIP 0 12 4

A student enrolled in this course will spend a summer quarter working in a Food Processing Plant or Quality Control Lab. The student may be paid as a regular employee of the company. He will be graded by the employer and his supervising instructor as to his suitability in the food industry.

FES 0201 ELEMENTS OF ENVIRONMENTAL SANITATION 3 3 4

An introduction to environmental education, fields of employment and duties performed, also, a study of local, state, and federal laws concerning environmental health. Labs will consist of field trips to industries and municipalities to see first hand pollution factors.

FES 0202 WATER SAMPLING AND ANALYSIS 3 3 4

A basic study of water quality standards, water monitoring equipment, monitoring techniques, and analysis of results. Labs will consist of laboratory analysis of water and field trips to see monitoring equipment in water plants and industry.

FES 0203 AIR SAMPLING AND ANALYSIS 3 3 4

A basic study of air quality standards, air monitoring equipment, air monitoring techniques, and analysis and results. Labs will consist of laboratory analysis of air and field trips to see monitoring equipment in industrial situations.

FES 0204 FOOD ANALYSIS 3 3 4

A study of food composition. Basic principles and procedures for the analysis of moisture, ash, carbohydrate, fat, and protein contents of food will be studied. Measurement of certain physical characteristics of foods will be presented.

FES 0212 FOOD PROCESSING – DAIRY PRODUCTS 3 3 4

Deals with the processes and specialized equipment used in processing dairy products; pasteurization, homogenization, clarification, separation, cheese, butter, ice cream, ice milk, chocolate drinks. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment.

FES 0214 FOOD PROCESSING – FRUITS AND VEGETABLES 3 3 4
This course gives a comprehensive treatment of principles and methods of food handling and preservation as applied to fruits and vegetables. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment.

FES 0216 FOOD PROCESSING – MEATS 3 3 4
An introduction to the meat industry covering meat plant construction, sanitation, killing, processing procedures including meat cutting, preparing commuted meats, and meat packaging. Visits to processing plants are included with special study of the flowline and equipment.

FES 0218 FOOD PROCESSING – POULTRY 3 3 4
A study of the latest processing and marketing methods for poultry products; marketing live poultry; processing, grading, and packing poultry; grading, processing, packing, storing, and marketing shell eggs; the products industry; prices and market information; promotion and advertising of poultry products; and egg and poultry legislation. Visits to processing plants are included with special study of flowline and equipment.

FES 0220 WASTEWATER SAMPLING AND ANALYSIS 3 3 4
This course is a basic study of wastewater and sewage treatment. Labs will consist of chemical, physical, and microbiological methods used in wastewater and sewage treatment.

FES 0221 PEST AND SOLID WASTE CONTROL 3 3 4
A basic study of insect and rodent control with an entire unit devoted to the disposal and treatment of solid waste including sanitary landfills.

FES 0226 FOOD BORNE ILLNESSES 3 0 3
This course is designed especially for the student who is interested in public health and food sanitation. A special slide cassette study on health and sanitation will be presented to the class. A standard examination will be given on each unit studied.

FOOD SERVICE MANAGEMENT

FSO 0102 FOOD PREPARATION 0 6 2
A study of the scientific principles of food preparation and cooking procedures; included will be preparation of salads, stocks, soups, sauces, gravies, and beverages.

FSO 0103 EQUIPMENT 3 0 3
Designed to teach methods of simplifying work through the effective use and care of large and small equipment with emphasis on time and motion economy.

FSO 0105 ACCOUNTING-PURCHASING-RECORDS 3 0 3
Basic mathematical skills studied in relation to food purchasing, preparation, accounting, and records.

FSO 0106 NUTRITION AND MENU PLANNING 3 0 3
A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning: refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, type of clientele and food service.

FSO 0108 PERONNEL MANAGEMENT 3 0 3
A study of the job responsibilities and duties of the food service worker; his relationship to his associates, with emphasis on understanding human behavior; labor policies and legislation; and the importance of self-development in relation to profession responsibility.

FSO 0109 PRODUCTION MANAGEMENT 3 0 3
Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on motion economy.

FSO 0110 CONTROLLED WORK EXPERIENCE 0 40 4
Provides a practical introduction to the broad field of food service. Students will be evaluated by the instructor as to their performance and abilities with the cooperation of the dietitian, manager, and/or the owner of the food service establishment in all areas of food service operations.

FSO 0111 SEMINAR 0 3 1
The purpose of this seminar is two-fold: job orientation and evaluation of job experience.

FSO 0112 FOOD PREPARATION 0 6 2
Emphasis placed on meat analysis and cutting and on meat, poultry, fish, and shellfish cookery.

FSO 0122 FOOD PREPARATION 0 6 2
Emphasis will be on whole meal preparation; included will be vegetable cookery, preparation of breakfast dishes, and appetizers.

FSO 0201 EQUIPMENT 3 0 3
Selection and purchasing of large and small equipment and supply items with field trips to equipment dealers and/or manufacturers. Emphasis on factors in planning space and equipment arrangements for functional flow of work.

FSO 0202 FOOD PREPARATION 0 6 2
Emphasis on experimental cookery as related to quality control; study of food standards and specifications.

FSO 0204 FOOD PURCHASING AND COST CONTROL 3 0 3
Fundamentals of sound food purchasing methods and procedures based on cost control, specifications, quantity and storage.

FSO 0205 NUTRITION AND MENU PLANNING 3 0 3
Principles of nutrition as applied to institutional menu planning; included will be school food service (type A lunch), cycle menus, and modified diet planning.

FSO 0206 FINANCIAL MANAGEMENT 3 0 3
A comprehensive study of financial management related to food service operation, to include food, labor and equipment costs, operating and overhead expenses, personnel policies, and records.

FSO 0207 FOOD MERCHANDISING 0 6 2
Emphasis on the art of food preparation and service.

FSO 0210 CONTROLLED WORK EXPERIENCE 0 40 4
Students will enter paid work experience in their choice of food services under the direction of the instructor and with the cooperation of the employer.

FSO 0211 SEMINAR 3 0 3
Job orientation and overall evaluation of work experience.

FSO 0212 FOOD PREPARATION 0 6 2
Planning and preparation of modified diets; type A lunch menus.

FSO 0213 BAKING AND COOKING 0 6 2
The development of artistic skills related to cooking and baking.

GEOGRAPHY

GEO 0101 INTRODUCTION TO SPATIAL SCIENCE 4 0 4
Geography is a spatial science concerned with exploring the interrelatedness of physical and cultural phenomena distributed in earth space. This course is designed to introduce the student to the discipline of geography and to develop competency in the use of basic techniques and tools whereby man's spatial dimension of existence may be analyzed.

GEO 0102 GEOGRAPHY OF THE EMERGING WORLD 3 0 3
An examination of the interrelationships of those cultural and physical environmental factors which have resulted in the less developed characters of certain parts of the world.

HISTORY

HIS 0111 WORLD CIVILIZATIONS I 3 0 3
A survey of the development of the history of mankind from pre-history through the civilizations of Egypt, Mesopotamia, the Hebrews, the Minoans, the Greeks, and the Hellenistic era. Cultural, political, and economic aspects and their inter-relationships will be stressed.

HIS 0112 WORLD CIVILIZATIONS II 3 0 3
A continuation of mankind's progress in the development of world civilizations will constitute this course of study. The culture of ancient India and China, the development of the Roman, Byzantine, and Saracenic Empires and of the medieval period of the western world will be considered. (Student should have completed His 0111.)

HIS 0113 WORLD CIVILIZATIONS III 3 0 3
Modern man in a modern world will receive emphasis through the study of the exploration and colonization by the rising European powers. Also included will be the two world wars of the 20th century and the problems of the modern world.

HIS 0211 UNITED STATES HISTORY I 3 0 3
The backgrounds of discovery, settlement, constitutional development, and union, along with manifest destiny and developing sectionalism will be emphasized. The course will cover the period through 1850.

HIS 0212 UNITED STATES HISTORY II 3 0 3
Beginning with causes of the American Civil War, the course will cover the Civil War, reconstruction, growth of the nation, imperialistic tendencies, the progressive movement, and World War I.

HIS 0213 UNITED STATES HISTORY III 3 0 3
Consideration of the United States as a reluctant world power, from the isolation of the 1920's, years of depression, World War II, and the containment of the 1960's, will help the student become more aware of his nation as a part of the world community. Attention will be given to Civil Rights and foreign policy.

HOTEL-RESTAURANT MANAGEMENT

HRM 0102 HOTEL-RESTAURANT ADMINISTRATION 3 0 3
This course traces the growth and development of the hospitality industry from early inns to modern-day food and lodging complexes that have become an integral part of our society. Operational and procedural aspects of a medium-size hotel are explored by the student.

HRM 0104 FRONT OFFICE PROCEDURES 3 3 4
The purpose of this course is to enable the student to assume the duties of the various jobs in the hotel front office. The student learns the procedures involved in registering, accounting for, and checking guests out of the hotel. Front office promotional and sales practices are studied along with front office machine laboratory sessions.

HRM 0105 LAW OF INNKEEPING 3 0 3
Statutes and case decisions affecting the operation of hotels, motels, and restaurants, laws governing the hotel-guest relationship, the protection of the guest and his baggage, and a consideration of statutory innkeepers form the subject matter of this course.

HRM 0107 HOTEL-RESTAURANT ACCOUNTING 3 1 3
This course is designed to familiarize the student with the terms used in the hotel accounting field along with the various practices used by the industry as specified by the Uniform System of Accounts for Hotels and recommended by the American Hotel-Motel Association.

HRM 0111, 0112, 0213 HOTEL-MOTEL APPLICATION 0 12 4
The internship program involves experience in hotel and motel management under the direction of a qualified manager and college supervisor. While enrolled in this program the student will become involved in processes such as customer relations, front office procedures, housing management, food management, advertising, sales promotion, and maintenance techniques.

HRM 0207 HOTEL MAINTENANCE 3 1 3
A survey course to provide the necessary information regarding the housekeeping problems and the maintenance requirements in the hotel industry. Safety, sanitation, and maintenance management for real property are stressed.

HRM 0208 MENU PLANNING 3 0 3
This course provides a survey of menu planning for hotels and restaurants with emphasis on history and development, types, format, and uses. The importance of preplanning the entire operation, including layout, is studied.

HRM 0209 FOOD PURCHASING 3 0 3
The purpose of this course is to provide the student with a summary of knowledge and principles of quantity food buying. The student also learns the importance of developing and using specifications for purchases.

HRM 0211 FOOD AND BEVERAGE MANAGEMENT 2 3 3
This course is designed to help the student solve management problems in the food industry. Each student plans a special banquet, which is then prepared and served by the student body of the Hotel-Restaurant Program under the supervision of the planner.

HORTICULTURE

HRT 0151 PLANT MATERIALS I 3 3 4
Designed to teach the student to identify and learn the best uses of ornamental plants. Plant Materials I deals mainly with shrubs, and vines for landscape use. Emphasis is placed on those plants which are most used and best suited to the needs of contemporary architectural styles.

HRT 0154 PLANT MATERIALS II 3 3 4
A continuation of Plant Materials I with emphasis on shade and ornamental trees. Practical instruction is given on species best adapted to problem sites, with minimum maintenance and maximum length of life.

HRT 0155 ARBORICULTURE 3 3 4
Arboriculture involves the principles and practices of selection, use establishment, and care of shade and ornamental trees. Practical applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers.

HRT 0160 LANDSCAPE CONSTRUCTION TECHNIQUES APPLIED 3 3 4
The objective of this course is to train students in construction analysis, grading and shaping of terrain, drainage and erosion control, seeding of grass and installation of shrubs and trees. Design and construction of walks, driveways, curbs, planters and other garden features will also be emphasized.

HRT 0200 LANDSCAPE PRACTICES 4 36 16
Designed to give two-year horticulture students practical, on-the-job training in care and maintenance of lawns, flowers, trees, and shrubs. Also included is instruction and practice in the use of equipment, care and maintenance of such equipment. Students will be instructed in the safe use, handling, and storage of herbicides, insecticides, and fungicides.

HRT 0251 LANDSCAPE DESIGN 0 6 2
The principles and practices of landscape design with application to selected landscape problems. On-the-job sketching and plan presentation as done by the nurseries. Planning of small home grounds as well as problems of design and construction dealing with grading, walls, steps, and other garden accessories.

HRT 0252 PROBLEM SOILS AND AMENDENTS 3 3 4
This course will deal with correcting soil deficiencies such as poor drainage, low or poor water holding capacity, low organic content or acid conditions unfavorable to plant growth. In many situations, such as golf greens construction, soils must be formulated to meet the needs of the crop. In others, extensive modification may be necessary.

HRT 0253 GREEN HOUSE MANAGEMENT 3 3 4
Fundamentals and practices in greenhouse plant production.

HRT 0254 ORNAMENTAL PLANT PROTECTION I 3 3 4
A study of the basic pests that attack plants and the control of these pests. Emphasis on chemicals and their use, as well as, specific pest problems will be identified and observed.

HRT 0256 NURSERY MANAGEMENT 3 3 4
Retail and wholesale nursery practices. Layouts, selling, handling of plant materials. Commercial nursery stock production dealing with plant growth patterns and plant responses in relation to soils, water, fertility, planting techniques and distances, top and root pruning. Plant production cycles, rotations, and kind of treatment for economical production.

HRT 0257 PLANT MATERIALS III 0 6 2
A course in the identification and use of house plants and floriculture species. Practical instruction is given in the care and maintenance of specific plant groups.

HRT 0258 ORNAMENTAL PLANT PROTECTION II 3 3 4
A continuation of Ornamental Plant Protection I with emphasis on Spring and Summer pests and their control.

HRT 0259 PLANT PROPAGATION 3 3 4

A study of the principles and methods of plant propagation, including seedage, cuttage, division, budding and grafting, time of propagation, growing media, and latest techniques in propagation of a wide variety of ornamental, fruit, and vegetable crops.

HRT 0260 LAWN AND GARDEN EQUIPMENT 0 3 1

A course aimed at giving the student a working knowledge of all the many and varied mechanized equipment items used on the golf course and in the modern nursery and landscape. Operation, repair, and maintenance of small engines will be an integral part of the instruction in this course.

HRT 0262 SURVEYING 0 6 2

The theory of plane surveying applied to landscape design and construction. The use of various levels and instruments to measure distance and plot land areas and elevations.

HRT 0265 TURF-GRASS MANAGEMENT 3 0 3

A study of the various turf grasses with an explanation of the principles of turf-grass management. The course includes actual field problems in seeding, planting, fertilization, and maintenance techniques. Emphasis is placed upon practical application of scientific principles.

HRT 0267 GOLF GREENS AND GRASSES 3 3 4

The study of the grasses used on golf course greens, especially the best grasses. Soil management, watering regimes, fertilization schedules, grass culture, establishment and maintenance are covered in depth as well as traffic and composition problems. Insects and diseases and their control are investigated.

HUMANITIES

HUM 0111 INTRODUCTION TO THE FINE ARTS 3 0 3

A basic humanities course which describes and explains how line, form, texture, design, color, rhythm and space have strong implications to each of the seven arts, i.e. music, painting, dance, drama, literature, architecture, and sculpture. This multi-discipline course opens new vistas in viewing the present and past civilizations through their artifacts and recorded words, songs, dances, and customs.

HUM 0214 SEMINAR IN SELECTED TOPICS 3 0 3

Each seminar offers the student an opportunity to join in the concerted and sustained pursuit of a topic chosen from one or more of the following areas: art, drama, music, philosophy, religion; literature, linguistics, semantics, communications; anthropology, history, political science, psychology, sociology. Each student is expected to participate actively in the course through his own research and reflection, and through the oral and written presentation of his work to the class.

INDUSTRIAL MANAGEMENT

ISC 0102 INDUSTRIAL SAFETY 5 0 5

This course deals with the many elements of an industry-wide safety program. It provides an in-depth treatment of job-safety analysis, plant inspection, plant arrangement, housekeeping, and the maintenance and handling of materials. Special emphasis is given to compliance with the new Occupational Safety and Health Act and to paperwork procedures and processes.

ISC 0130 INTRODUCTION TO INDUSTRIAL MANAGEMENT 5 0 5

This course presents an overall picture of the challenges facing an industrial management professional. Example problem situations in plant layout, automation, wage-payment methods, job standards, personnel management, quality control, budgetary control, and other practical work cases will be presented.

ISC 0133 INDUSTRIAL PROBLEM SOLVING 5 0 5

This course provides standard techniques for solving industrial related problems analytically, graphically, and systematically. This course is designed to complement the problem-solving requirements of the technical related areas in management such as plant layout, quality control, value analysis, and motion economy.

ISC 0202 QUALITY CONTROL 5 0 5

The course provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality-control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and integration of the various quality-related activities of the organization into a quality system.

ISC 0204 VALUE ANALYSIS 5 0 5

In this course, the "Common Sense" approach to cost reduction is utilized, providing the student with an opportunity to review in depth the concept and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

ISC 0205 MOTION ECONOMY 5 0 5

This course provides a systematic, practical, and logical treatment of motion and time study as utilized in today's business and industrial enterprise. It covers direct and indirect work and office activities and looks at the broad range of work measurement techniques. Recently developed concepts and techniques are evaluated.

ISC 0209 PLANT LAYOUT 5 0 5

This course provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium-sized industries are covered.

ISC 0213 PRODUCTION PLANNING 5 0 5

The course provides an introduction to the production function of the business or industry in its day-by-day manufacturing process. Functions reviewed are forecasting, production planning and control, scheduling, dispatching, and routing. Case histories are discussed in the classroom and courses of corrective action are developed.

ISC 0214, 0215, 0216 INDUSTRIAL APPLICATION 0 12 4

These courses are designed to provide internship experiences for the second year business and management student under industrial conditions. This allows the student to develop "on the job" innovative projects related to the areas of Health and Safety, Employee Morale, Production Planning, Cost Reduction, or Quality Control. The scientific approach to problem solving is utilized.

ISC 0229 INTRODUCTION TO OSHA AND RECORD KEEPING 4 0 4

This course is an in-depth study of the OSHA requirements for all business and industrial establishments as outlined in the Federal and State Registers. It includes a complete review of all the OSHA regulations, record keeping requirements, rules for obtaining variances, types of violations, enforcement procedures at the Federal and State level, and the organizational charts for obtaining additional help and information. This course also includes methods of appealing a citation and reviews of many cases which have been ruled on by the Appeal and Review boards.

ISC 0231 MANUFACTURING PROCESSES 4 0 4

This course provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plant. It reviews the rapid development of new materials, mechanization and automation, and the complex process of manufacturing.

ISC 0232 LABOR RELATIONS 5 0 5

This course covers the history of the labor movement in the United States with its structural and legal framework. It examines the negotiation and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms are provided.

ISC 0240 LABOR LAW 4 0 4

The emphasis of this course is on a firm understanding of the relevant portions of the National Labor Relations Act and the operations of the National Labor Relations Board. To this end the student will study provisions of the Act and cases on such subjects as representation, employer and union unfair labor practices, collective bargaining, picketing, strikes, and lockouts.

ISC 0242 JOB EVALUATION 4 0 4

This course includes basic considerations of breaking down and analyzing the types of jobs performed in business and industry in order to establish job standards, a fair wage policy, incentive and merit systems, and to administer wage and salary increases.

MATHEMATICS

MAT 0100 INTRODUCTION TO COLLEGE MATHEMATICS 3 0 3

This course includes fundamental arithmetical operations and their applications. The aim of the course is to present the fundamental ideas and applications of mathematics in such a way that they can be clearly understood and effectively used by persons of different mathematical backgrounds and abilities. Topics covered will include arithmetic and an introduction to simple algebra, geometry, and basic trigonometry.

MAT 0101, 0102 MATHEMATICS I, II 3 0 3

This course develops basic skills required for effective practical mathematical applications. Prime number analysis is applied to arithmetical problems and used to develop algebraic principles. Practical applications of geometry and trigonometry to subjects related to the student's areas of interest are stressed. Graphical and analytical evaluation of functions, solutions of systems of linear or quadratic equations, and the use of matrices and determinants are studied. These courses must be taken in sequence.

MAT 0111 COLLEGE MATHEMATICS I 3 0 3

This course is designed for students who are not majoring in science or mathematics. Emphasis is on mathematical concepts and reasoning from different viewpoints. Topics include sets, logic, systems of numeration, finite mathematical systems, and the properties of the real numbers.

MAT 0112 COLLEGE MATHEMATICS II 3 0 3

This course is designed for the non-science, non-mathematical oriented student. Topics will include concepts of algebra, geometry, elementary probability, and elementary statistical methods. Additional topics from the different mathemetical areas will be introduced according to the interest. Prerequisite MAT 0111.

MAT 0114 MATHEMATICAL CONCEPTS FOR TEACHERS OF YOUNG CHILDREN 3 0 3
Emphasis is placed on vocabulary and three-dimensional materials as well as teaching methods to use with pre-schoolers and young school age children.

MAT 0115 METRIC MATHEMATICS 3 0 3
A study of the relationship between the metric and the British measurement system, conversion factors which will enable changes from British into metric and metric into British systems, conversions within systems, and historical origins of both systems will be studied.

MAT 0116 PRE-CALCULUS MATHEMATICS I 3 0 3
A study of sets and set operations as related to different number systems from natural through the reals, relations, different polynomial functions through the quadratic ones; operations of solving linear and quadratic equations, determinants, synethic division, and the factor and remainder theorem. It is recommended that students have completed algebra and geometry in high school.

MAT 0117 PRE-CALCULUS MATHEMATICS II 3 0 3
A course emphasizing exponential functions, logarithmic functions, computation with logarithms, binomial expansion, series, and topics of circular functions. Prerequisite: MAT 0116.

MAT 0118 PRE-CALCULUS MATHEMATICS III 3 0 3
A continuation of MAT 0117 with emphasis on trigonometric functions and their relationship to circular functions, trigonometric identities, trigonometric equations, right angle trigonometry, oblique triangles, vectors, operations with vectors, complex numbers, and elementary theory of equations. Prerequisite: MAT 0117.

MAT 0119 CONSTRUCTION MATHEMATICS I 3 0 3
Includes, but is not limited to, a study of problems related to the construction industry which involves the student in estimating materials and costs, studying diagrams, and working with fractions, decimals, powers and roots, percentages, ratio and proportion, and the application of algebraic formulas.

MAT 0120 CONSTRUCTION MATHEMATICS II 3 0 3
A continuation and extension of MAT 0119 which develops skills in the use of geometry and trigonometry applied to construction problems. Vector diagrams are used to study stresses in structures commonly employed in truss design. Some problems are studied by analysis of data obtained from classroom experiments. Prerequisite: MAT 0119.

MAT 0121 DATA PROCESSING MATHEMATICS 3 0 3
This course consists of a thorough study of numbering systems with base ten and other bases; fundamental operations with these bases; a detailed study of the binary system; principles of Boolean algebra, basic logic, logic related to flow charting, and elementary functions and equations as related to data processing. Prerequisite: MAT 0101.

MAT 0211 CALCULUS AND ANALYTIC GEOMETRY I 5 0 5
A study of analytic geometry in respect to the cartesian plane, lines, the circle, and curve sketching. Functions, limits of function, derivatives, and elementary applications of the derivatives will be emphasized and studied thoroughly. Prerequisite: MAT 0118 or MAT 0102.

MAT 0212 CALCULUS AND ANALYTIC GEOMETRY II 5 0 5
A continuation of MAT 0211 emphasizing applications of derivations, the integral, applications of integral, conic sections, a geometric approach to limits, integrals and derivatives of the trigonometric and inverse trigonometric function, exponential and logarithmic functions, hyperbolic function, and polar coordinates. Prerequisite: MAT 0211.

MAT 0213 CALCULUS AND ANALYTIC GEOMETRY III 5 0 5
A study of methods of integration, infinite series, topics of solid analytic geometry, vectors in the plane and in space, partial derivatives, multiple integrals, and applications of multiple integrals. Prerequisite: MAT 0212.

MAT 0214, 0215 STATISTICS I, II 3 0 3
A study of statistical methodology including organization and presentation of data, statistical distributions, probability, and hypothesis testing. Emphasis will be on the theory of probability and statistical inference rather than on traditional descriptive methods. Course work must be taken in sequence. Prerequisite: MAT 0101 or MAT 0116.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 3 3 4
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric functions used in industry, measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

MAT 1115 ELECTRICAL MATHEMATICS I 3 3 4
An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping factoring; exponents; ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right angles. Addition, subtraction and resolution of vector quantities.

MAT 1116 ELECTRICAL MATHEMATICS II 3 3 4
A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.

MECHANICS

MEC 0111 POWER MECHANICS I – WELDING, ENGINES, FARM MACHINERY 3 15 8
Principles of oxyacetylene amd electrical welding, cutting and brazing. Includes the study of metals, rods, gases, and special electric welding machinery. Laboratory welding projects are designed to develop skills. An in-depth study of internal combustion engine fundamentals to include operation, horsepower calculations, efficiency, combustion theory, cylinder arrangement, lubrication, and fuel systems. Engine laboratory experiences include, but are not limited to, engine rebuilding consisting of installation of crankshaft and component parts, fitting and installation of pistons and rings, head rebuilding, valve grinding, and carburetor and ignition overhaul and testing. Engine reboring will also be accomplished. Engine laboratory assignments are selected to reinforce theory presentations and to develop mechanical skills. Principles of operation of farm implements are also studied. The selection, operation, maintenance, and repair of basic farm machinery such as plows, harrows, cultivators, and tractors are included. Laboratory assignments are designed to develop skills in the maintenance, repair, and proper adjustment of farm machinery. Throughout the course compliance with OSHA safety laws is stressed. Students enrolled in this course are required to furnish their own safety shoes during laboratory periods.

MEC 0112 POWER MECHANICS II – ELECTRICAL, FUELS, ENGINES, AND HYDRAULICS 3 15 8

A study of the theory and operation of various truck and tractor electrical and fuel systems to include maintenance and testing procedures, diagnosis and repair of components. Special emphasis is placed on the proper use of specialized testing equipment to determine malfunctions. The study of engines begun in MEC 0111 is continued. Hydraulic studies are designed to acquaint the student with basic hydraulic laws and formulas, properties of hydraulic oil, pump operating principles, control mechanisms, filtration devices, cylinders, lines, and hydraulic motors. Hydraulic laboratory experiences include, but are not limited to, troubleshooting, rebuilding procedures of hydraulic pumps, control valves, cylinders, and proper testing utilizing appropriate procedures and specialized test equipment. Heavy emphasis is placed on skills development and compliance with OSHA safety regulations. Students enrolled in this course are required to furnish their own safety shoes during laboratory periods.

MEC 0113 POWER MECHANICS III – ELECTRICAL, FUELS, ENGINES, SMALL ENGINES 3 15 8

This course is a continuation of MEC 0111 and 0112 and is a theoretical and practical study in correlating previous instruction and laboratory experiences but putting into practice, with a minimum of supervision, engine operation, tuning, adjusting, and troubleshooting. Heavy emphasis is placed on the problem solving situation. Additionally, a study of the operating principles of small engines will be introduced. Najor emphasis is placed on the development of the necessary skills required to disassemble, inspect, repair, reassemble, and properly tune a small engine. Students are encouraged to provide their own small engine for laboratory sessions. Continued emphasis is placed on skills development and compliance with OSHA safety regulations. Students enrolled in this course are required to furnish their own safety shoes during laboratory periods. Prerequisite: MEC 0112.

MEC 0200 INTERNSHIP 0 12 4

A student enrolled in this course will spend one quarter with an employer who is involved in the servicing and/or repair of either trucks, tractors, fixed internal combustion power plants, or a combination thereof. Training experiences will be made available as agreed upon by the employer and the College. Each internship program will be developed cooperatively by the student and his faculty advisor. Prerequisite: Satisfactory completion of first three quarters of the Diesel and Equipment Technology curriculum.

MEC 0210 MACHINE OPERATION AND WELDING 3 9 6

A study of the operating principles and practical experience in operating boring bars, line boring machines, diamond boring equipment, and metal turning lathes. Laboratory experiences are designed to reinforce classroom presentations and to develop machine skills. Advanced study and skills development in welding are presented utilizing specialized equipment.

MEC 0211 DIESELS I 3 9 6

This course covers the basic parts of the diesel engine, cylinder block reconditioning, measuring and fitting procedures of crankshaft, bearings, cylinder liners and pistons, also proper rebuilding and installing procedures used by various manufacturers. Includes a study of air and exhaust manifolds used on naturally aspirated engines, including the principle of operation. Laboratory sessions provide actual experience in disassembly, inspection, repair, and reassembly procedures of the engine block and component parts, such as installation of crankshaft and component parts, wet and dry cylinder liners, pistons, rings, and connecting rods. Also, head rebuilding, valve grinding, and head installation; which includes valve adjustment fuel line and injector installation. Prerequisite: First year of Diesel Curriculum.

MEC 0212 DIESELS II 3 9 6
This course is a continuation of MEC 0211. Additional studies deal with turbo-chargers, fuels, lubricants, coolants, and air systems. Prerequisite: MEC 0211.

MEC 0215 DIESELS III 3 9 6
The theory and operating principles of diesel engine combustion and fuel injection systems are studied. The most popular injection systems are studied giving the basic knowledge necessary to understand and trouble shoot fuel injection problems and also the diesel fuel to be used in various engines are studied. Laboratory experiences are designed to develop skills in rebuilding and testing injectors and nozzles, engine tune-up, installing injection pumps, and making adjustments to get a good running engine with the power and long life expected from diesel engines. Prerequisite: MEC 0212.

MEC 0220 PARTS AND SERVICE MANAGEMENT 3 0 3
A study of the principles, practices, and procedures involved in the efficient and profitable operation of the parts and service departments.

MEC 0221 CHASSIS SUSPENSION AND POWER SYSTEMS 3 9 6
A comprehensive study of the present-day automatic transmissions and power trains, braking and steering mechanisms. Additionally, the student will study twin and triple counter shaft transmissions and hydraulic operated transmissions, particularly applicable to heavy rolling equipment. Laboratory sessions are designed to provide actual experiences on live projects and to further develop mechanical skills.

MUSIC

MUS 0111 MUSIC APPRECIATION 3 0 3
The course will include a survey of music and composers of the Baroque, Classical, Romantic, and Impressionistic periods with a brief look at music of the 20th Century. Listening and an analysis of forms, as well as outside listening to specific music, will be part of the course.

MUS 0112 BASIC MUSIC AND NOTATION 3 0 3
This course is for the student who wants to learn how to read music and master simple chords. Instruction will include reading and writing music.

MUS 0121, 0122, 0123 CHORAL MUSIC I, II, III 0 2 1
This is the school's mixed chorus. The standard repertoire of choral music selected to include a variety of musical styles will serve as the basic course content.

MUS 0124, 0125, 0126 WIND ENSEMBLE I, II, III 0 3 1
This is the WCC Concert Band and will play from the standard repertoire of the best band literature. All types of music will be explored.

MUS 0127, 0128, 0129 ORCHESTRA I, II, III 0 3 1
This is the Wilkes Community College Symphony and is an advanced musical organization. Music played is from the standard symphony repertoire.

MUS 0130, 0131, 0132 BASIC GUITAR I, II, III 0 3 1
Basics in chords, strumming, finger-patterns, and "pickins." A study of folk music of rural America.

MUS 0133, 0134, 0135 REPERTOIRE ORCHESTRA I, II, III 0 3 1
A string orchestra composed of violins, violas, cellos, and string basses. This intermediate group will play from standard string literature.

MUS 0136, 0137, 0138 STRING CLASS I, II, III 0 3 1
This is solo or group instruction in any of the string family of instruments. The student will pick up at the level from where he is or start from the beginning.

MUS 0139, 0140, 1041 WOODWIND CLASS I, II, III 0 3 1
This is solo or group instruction in any of the woodwind family of instruments. The student will pick up at the level from where he is or start from the beginning.

MUS 0142, 0143, 0144 BRASS CLASS I, II, III 0 3 1
This is solo or group instruction in any of the brass family of instruments. The student will pick up at the level from where he is or start from the beginning.

MUS 0145, 0146, 0147 PERCUSSION CLASS I, II, III 0 3 1
This is solo or group instruction in any of the percussion family of instruments. The student will pick up at the level from where he is or start at the beginning.

MUS 0216 CREATIVE MUSIC FOR THE EARLY CHILDHOOD EDUCATION TEACHER 4 0 4
A course designed for Early Childhood Education students. It presents an integrated approach to developing functional musicianship through listening, reading and writing musical notation, analyzing and creating music. The emphasis is on understanding music and being able to make use of this knowledge in teaching young children.

MUS 0217 MUSIC METHODS FOR THE EARLY CHILDHOOD EDUCATION TEACHER 3 3 4
This is a study of the materials and methods used in teaching young children. A variety of musical activities will be presented which are suitable for young children.

PHYSICAL EDUCATION

Physical Education activity courses include individual and team participation. Emphasis is placed upon physical fitness through physical activity. Each activity course includes a study of the rules, strategy, history, and terminology of the sport studied. Advanced activity courses are designed for those students who have special skills or competence in a given activity. The aim of each activity is toward life-time physical fitness.

0 3 1

PED 0111 PHYSICAL FITNESS I
PED 0112 PHYSICAL FITNESS II
PED 0113 PHYSICAL FITNESS III
PED 0114 BASKETBALL
PED 0211 VOLLEYBALL
PED 0212 BADMINTON
PED 0213 GOLF
PED 0214 TENNIS
PED 0216 ARCHERY
PED 0217 FOLK AND SOCIAL DANCE
PED 0218 TRACK AND FIELD
PED 0219 BOWLING
PED 0220 SKIING
PED 0221 SOFTBALL
PED 0222 ADVANED TENNIS
PED 0223 ADVANCED FOLK AND SOCIAL DANCE

PED 0224 ADVANCED ARCHERY
PED 0226 YOGA
PED 0228 GYMNASTICS I
PED 0229 GYMNASTICS II
PED 0230 ICE SKATING

PED 0208 PHYSICAL ACTIVITIES FOR CHILDREN 3 0 3
Course designed to enable students to plan and organize activities for children's physical development.

PED 0209 FIRST AID AND PERSONAL SAFETY 3 0 3
Techniques and principles of emergency first aid, civilian defense, and related safety factors. American Red Cross standards with laboratory approach to simulated situations and analysis of methodology and techniques.

PED 0210 PERSONAL AND COMMUNITY HEALTH 3 0 3
A basic study of personal and community health. This study includes proper health habits and attitudes, diet, drugs, sex education, and health service agencies.

PHILOSOPHY

PHI 0211 INTRODUCTION TO PHILOSOPHY 3 0 3
This is an introductory course in the basic philosophical problems, especially as treated by the classical Western philosophers from Plato and Aristotle of the fourth century B.C. through Schopenhauer, Spencer, and Nietzsche of the nineteenth century A.D.

PHYSICAL SCIENCE

PHS 0111 PHYSICAL SCIENCE I 3 3 4
Elementary physics course for non-science majors. Topics include relative motion, the metric system, elementary kinematics, the history of the development of scientific thought, applications of the scientific method, gravitations, a qualitative approach to nuclear fission and fusion, elementary vector concepts, conservation of energy and momentum, artificial satellites, basic quantum concepts and linear and rotational motion. Basic understanding and appreciation are emphasized.

PHS 0112 PHYSICAL SCIENCE II 3 3 4
A broad survey of chemistry which includes a study of atomic structures, periodic classifications of the elements, chemical bonding, classes of chemical compounds, balancing formulas and equations, and chemistry as it relates to everyday life.

PHS 0113 PHYSICAL SCIENCE III 3 3 4
A study of the composition and origin of earth materials, physical processes which change the earth, identification of selected minerals and rocks, and a study of the universe — sun, moon, planets, asteroids, meteors, comets, stars and galaxies.

PHYSICS

PHY 0102 PHYSICS: WORK, ENERGY, POWER 3 3 4
Fundamental physics including force and motion, work, energy, power, vectors, basic machines, friction, rotational dynamics, units of measurement, and use of measuring devices. Laboratory experiments and specialized problems dealing with these topics are included.

PHY 0103 PHYSICS: ELECTRICITY 3 3 4
Fundamental theories of electricity, basic circuitry, methods of production, measurement, transmission, transformation, and conversion to other forms of energy. Laboratory experiments and specialized problems are included.

PHY 0111 GENERAL PHYSICS I 3 3 4
Classical mechanics. Topics include the metric system, statics, dynamics, kinematics, momentum, conservation of energy, rocket propulsion, collision phenomenon, rotational motion and the laws of Newton and Kepler. Emphasis is placed on the derivation of equations in mechanics by means of vector analysis. Students desiring this course should have completed courses in algebra and trigonometry.

PHY 0112 GENERAL PHYSICS II 3 3 4
Continuation of classical mechanics, light, heat, and sound. Topics include gravitation and satellite, motion, simple harmonic motion, the Doppler Effect, Snell's Law, light propagation, spherical and plain mirrors, thin lenses, optical instruments, temperature scales, calorimetry, thermal expansion, ideal gases and change of phase. Prerequisite: PHY 0111.

PHY 0113 GENERAL PHYSICS III 3 3 4
Electricity and magnetism and modern physics. Topics include electrostatics, vector fields, potential, surface charge density, capacitors and dielectrics, Ohm's Law, series and parallel circuits, Kirchoff's Laws, magnetic fields, electrodynamics in vector form, nuclear physics and quantum mechanics. Prerequisite: PHY 0112.

PHY 1101 APPLIED PHYSICS I 3 3 4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases, basic electrical principles.

PHY 1102 APPLIED PHYSICS II 3 3 4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

POWER MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINE 3 12 7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems, power lubrication; and methods of testing, diagnosing and repairing.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 5 12 9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

PME 1122 BRAKING SYSTEMS 3 3 4
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 3 9 6
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

PME 1125 AUTOMOTIVE SERVICING 3 9 6
Emphasis is on the shop procedures necessary in determing the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experience in testing, adjusting, repairing and replacing. Prerequisite: Completion of first three quarters of Automotive Mechanics curriculum.

PME 1126 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS 3 9 6
Principles and functions of the components of automotive chassis. Practical job instruction in adjustting and repairing of suspension and steering system. Units to be studied will be shock absorbers, springs, steering system, steering linkage, and front end alignment.

PME 1127 CUSTOMER SERVICE 3 0 3
A study of buyer motivation and behavior; the nature and scope of promotion, techniques of salesmanship, and communications; understanding customer purchasing decision process; and establishing customer rapport.

PRACTICAL NURSE EDUCATION

PNE 0101 HEALTH SERVICES I 6 3 6 9
Designed to acquaint the practical nurse student with her role as a student. The philosophy and objectives of the program are presented in addition to a brief history of nursing and the scope of modern nursing. Assistance in acquiring basic skills needed for effective bedside nursing of patients in a state of dependency due to health deviation. Laboratory practice in daily hygienic care of patients' medical and surgical aseptic needs. Prerequisite: None.

PNE 0102 HEALTH SERVICES II 9 3 0 10
Designed to present material basic to the beginning understanding of the nursing care of patients with less complex problems caused by disease. Processes of illness, diagnostic tests, physiologic reactions to pain, needs of patients with long term illnesses, rehabilitation, pre- and post-operative needs, anesthesia agents and modification of diet for disease condition. Modern aspects of maternity nursing with emphasis on normal pregnancy-antepartal care, labor and post-partal nursing needs and care of normal newborn included with the additional care of a sub-acute illness of the pediatric patient and the nursing needs which occur from hospitalization. Prerequisites: PNE 0101, BIO 0114, 0115, PSY 0103.

PNE 0103 PHARMACOLOGY 3 0 0 3
This course covers basic arithmetic procedures: addition, subtraction, multiplication, division, fractions, percentages, ratios, proportions, and the metric and apothecary systems of weights and measurements, including the calculation of dosages. Laboratory skills also provide appropriate study in giving injections, and the learning of drug sources, their classification and uses.

PNE 0104 CLINICAL EXPERIENCE I 0 0 21 7
(Medical Surgical, Obstetrical, or Pediatric)
Beginning experiences in general hospital with opportunity to practice skills learned in the

laboratory and understanding of role on the nursing team. Prerequisites: PNE 0101, BIO 0114, BIO 0115, PSY 0103.

PNE 0105 HEALTH SERVICES III 9 3 0 10
Designed to develop knowledge of less complex disorders of body systems, the nursing care, socio-psychological implications. Abnormal conditions presented by the maternity patient and the newborn with emphasis on the role of assistant to the registered nurse included in addition to the nursing needs of the seriously ill child and the parents' needs. The role of the Practical Nurse as assistant on the health team is emphasized. Prerequisite: PNE 0102.

PNE 0106 CLINICAL EXPERIENCE II 0 0 21 7
(Medical Surgical, Obstetrical, or Pediatric)
Further experience in basic areas of medical, surgical, pediatric, or obstetric nursing. Emphasis on osbervation of signs and symptons and assuming responsibility in reporting to head nurse. Prerequisite: PNE 0104

PNE 0107 HEALTH SERVICES IV 12 0 0 12
The study of the nursing needs of patients with more complex disorders of the body systems. Nursing patients with communicable, disaster, and emergency conditions included. Nursing ethics, medical-legal aspects of practical nursing and the study of organizations and the need for further education for the graduate practical nurse presented. Prerequisite: PNE 0106

PNE 0108 CLINICAL EXPERIENCE III 0 0 21 7
Continued experience in medical-surgical, pediatric, and maternity nursing with emphasis on the role as an assistant to the professional nurse in caring for the seriously ill patient. All experience in the clinical area is under the supervision of the clinical teacher. Prerequisite: PNE 0106.

PNE 1005, 1013 NURSE ASSISTANT I, II 3 12 7
This course is centered around the modern concept of health, functional relationships around a hospital, fundamentals of effective interpersonal relations and nursing procedures related to daily needs of patients and to common therapeutic measures.

PNE 1006, 1017 NURSE ASSISTANT CLINICAL I, II 0 15 5
The clinical experience provides opportunities for applying classroom learnings to practice in the hospital setting.

POLITICAL SCIENCE

POL 0211 AMERICAN POLITICAL LIFE AND THOUGHT 3 0 3
The constitutional development of the government of the United States is indicated. Emphasis will be given to the background of the Constitution as well as to its place in the demands of the changing times. The roles of the President, Congress, and the Courts, along with those of the electorate will be reviewed.

POSTAL SERVICE

POS 0101 (POSTAL SERVICE) HISTORY AND ORGANIZATION 3 0 3
This course is designed to trace the delivery of written communication and merchandise through to present day modes. In so doing, the course will depict, and compare the private, corporate, and governmental agencies which have been and are responsible for mail

service throughout the world, as well as the United States. The current postal organization will be studied to present its structure and functional relationships between divisions and other federal agencies. Policies and procedures, rules and regulations, will also be traced to and studied under the current organization. The history of the operations of the Postal Inspection Service will be presented as an integral but separate function to the above.

POS 0103 (POSTAL SERVICE) MAIL PROCESSING I 3 0 3
This course is designed to provide the participant with an awareness of the interrelated factors necessary to achieve rapid separation of large amounts of mail within specified time and error parameters and on a cost effective basis.

POS 0105 (POSTAL SERVICE) MAIL PROCESSING II 3 0 3
This course is designed to provide the student with an in-depth view of revenue determination procedures and flow characteristics involved in receipt, processing and dispatch of second, third, and fourth class mail.

POS 0201 (POSTAL SERVICE) LABOR-MANAGEMENT 3 0 3
Overview of laws and practices as related to Labor-Management in the Postal Service. Current status and current problems and/or issues. The National and Local Agreements; the various bargaining units and associations in the USPS; the grievance policy and procedure, the disciplinary action policy and procedure, and the National Labor Relations Board.

POS 0202 (POSTAL SERVICE) SUPPORT 3 0 3
This course covers the ancillary functions of the Support area such as office services, administrative services and bulk accountable paper, accounting, storage, and distribution.

POS 0203 (POSTAL SERVICE) EMPLOYEE SERVICES 3 0 3
This course involves the actual functions of the Personnel Office in relation to the services it provides for Postal Service employees; policies and practices concerning selection, placement, training, and promotion of employees, also, insurance and retirement benefits, awards program, salary schedules, and safety and health.

POS 0205 (POSTAL SERVICE) DELIVERY AND COLLECTION 3 0 3
The purpose of this course is to introduce the student to the problems, and solutions to the problems, encountered in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to collection centers for processing and conversely in distributing mail from one or more processing points to multiple, diverse recipients.

POS 0206 (POSTAL SERVICE) CUSTOMER SERVICES 3 0 3
This course is designed to provide the student with an in-depth knowledge of all services provided to postal customers, includes customer relations, retailing postal services and non-postal services.

POS 0207 (POSTAL SERVICE) MAINTENANCE 3 0 3
The objective is to introduce the student to the maintenance organizational structures of the Postal Service. The student will be able to describe the three primary areas of maintenance and will be knowledgeable in the responsibilities of each element.

POS 0208 (POSTAL SERVICE) POSTAL PROBLEMS ANALYSIS 3 0 3
Presents postal problems for which the student must use system analysis, problem-solving grids, and decisions by objective to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives, and solutions; and analyze and test alternative decided upon as possible objective solutions.

PSYCHOLOGY

PSY 0203 HUMAN GROWTH AND DEVELOPMENT I 3 0 3
A look at the rattonale, techniques, and motivations in studying children. In addition, physiological and psychological factors affectlng the mother, father, and neonate during prenatal life will be studied.

PSY 0204 HUMAN GROWTH AND DEVELOPMENT II 3 0 3
Concentration on three areas of a child's development is emphasized. i.e. physical development, motor development, and language development. Relationships between these and the manifestations of a child's play are made.

PSY 0205 HUMAN GROWTH AND DEVELOPMENT III 3 0 3
An investigation of the moral, social, emotional, and intellectual developmental theories of child development. A correlation will be made between these theories of development and family relationships and personality.

PSY 0206 APPLIED PSYCHOLOGY 3 0 3
This study of the principles of psychology will assist in the understanding of inter-personal relations on the job. Topics investigated will be motivation, emotions, employee selection, supervision, job satisfaction, and industrial conflicts. Attention will be given to personal and group dynamics in order that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the community.

PSY 0207 EXCEPTIONAL CHILD 3 0 3
Study of children with developmental variations requiring modification in activitles. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in mental or physical development.

PSY 0214 INTRODUCTION TO PSYCHOLOGY 3 0 3
This course is designed to be an introuction to the study of the science of human behavior. It is developed through a study of personality theories, including cultural and social factors, motivation, the self, attitudes, and beliefs. Behavior is considered through heredity, environment, and physiological factors. Aspects of learning, individual differences, measurement, and evaluation are studied.

RELIGION

REL 0111 RELIGIONS OF THE WORLD 3 0 3
This course involves an intensive study of the key elements of religious experience as found in the world's major religious persons, scriptures, and traditions.

REL 0211 INTRODUCTION TO THE OLD TESTAMENT 3 0 3
This course will give an over-all view of the history, literature, and religion of the Old Testament, with particular reference to its value for our day.

REL 0212 THE LIFE AND TEACHINGS OF JESUS 3 0 3
An examination of the life and teachings of Jesus as recorded in the Synoptic Gospels will be made.

REL 0213 PAUL AND HIS EPISTLES 3 0 3
This course is a study of the life and letters of Paul the Apostle, and their significance for our day.

RTV 0100 VOICE AND DICTION 3 3 4
A systematic analysis of the sounds of speech primarily through phonetics, and exercises in the proper use and control of the vocal mechanism. Emphasis is also placed on the proper pronounciation of words.

RTV 0101 INTRODUCTION TO BROADCASTING 3 9 6
Survey and critical appraisal of the growth and development of broadcasting in the United States; radio and television as economic, political, and cultural forces in the nation's society; world systems of braodcasting. Extensive use will be made of the college's studios, visiting broadcast professionals, field trips to radio and television stations, and practical experience in the educational FM station at the college.

RTV 0102 NEWS WRITING 3 3 4
A lecture-laboratory course covering the basic principles, practices, trends, and potentialities of radio and television news. Practice in gathering, writing, and editing news for both broadcast media. Students will prepare newscasts and features for broadcast over the college's educational FM station. Prerequisite: ENG 1111, RTV 0101, BUS 0102.

RTV 0103, 0104, 0105 BROADCAST ANNOUNCING AND PERFORMANCE I, II, III 3 6 5
Lecture-demonstration-performing laboratory courses designed to make the student aware of the various tools, elements, and techniques of broadcast announcing. The course is further designed to enable the student to gain understanding and experience in relating his speech, personality, character, and temperament to broadcast speech communication. The student will develop a working knowledge of the basic studio equipment and broadcast procedures. These courses must be taken in sequence. Prerequisite: ENG 1111 AND RTV 0100.

RTV 0106 PROGRAMMING 3 3 4
Trends and requirements of braodcast programming. An analysis of community program needs and tastes, station image, and the effect of self-regulatory codes on broadcasting. Prerequisite: RTV 0104.

RTV 0107 BROADCAST SALES AND PROMOTION 3 3 4
An introduction to the basics of broadcast sales and promotion. An examination of rate cards and other sales tools, preparing and delivering sales presentations, selling and retaining accounts, and a study of agencies, administration, and compensation. Prerequisite: RTV 0110.

RTV 0108 COMMERCIAL WRITING AND PRODUCTION 3 6 5
A basic study of commercial writing and production as it relates to the broadcast industry. Study will include technical and non-technical problems involved in the use of dialogue, sound effects, music, drama, comedy, jingles, etc. The student will prepare commercials utilizing the college campus studio facilities with critique by the instructor and other students. Prerequisite: RTV 0101, ENG 1112, BUS 0102.

RTV 0109 FCC RULES AND REGULATIONS 3 0 3
A study of the Communications Act of 1934 with Amendments, FCC rules and regulations applicable to radio and television, the Fairness Doctrine, Equal Opportunity Rules applicable to political candidates, current revisions being considered by the FCC. Prerequisite: RTV 0101.

RTV 0110 BROADCAST OPERATIONS – TRAFFIC 3 3 4
A detailed study of the organization of broadcast stations to include all pertinent departments and individuals. Emphasis is placed on assignment of responsibilities and delegation of authority. Traffic requirements will be examined with emphasis placed on the preparation and maintenance of program logs. Also stressed is justification for program log entries placement. Prerequisite: RTV 0101, BUS 0102.

RTV 0111 RADIO PRODUCTION TECHNIQUES 3 3 4
Creation, development, production, and presentation of broadcast announcements, newscasts, panels, interviews, sports play-by-play and color, and dramatic program material with emphasis on the proper use of equipment to achieve effective idea communication. The student will prepare and present the material in the college's campus studios. Prerequisite: RTV 0101, BUS 0102.

RTV 0199 BROADCAST PRACTICUM 0 12 4
This practicum involves experience in a broadcast station under the direct supervision of a qualified manager and the college instructor. While enrolled in this program, the student will become involved in all aspects of the operation of a broadcast station. Critiques and discussions, usually weekly, of the student's experiences will be held on the job and on the campus. Prerequisite: Completion of the first three quarters of the radio broadcasting cirriculum.

SOCIOLOGY

SOC 0111 INTRODUCTION TO SOCIAL SERVICES 3 0 3
This course is designed to introduce the student to those institutions, public and private, which perform designated social service functions in society. Agencies may include those whose primary function is financial assistance, corrections, mental health services, and child welfare services. Examination is made of social interventive methods utilized to solve social problems.

SOC 0112 PROBLEMS AND ISSUES IN SOCIAL SERVICES 3 0 3
This course identifies the problems, issues, and concerns to which social services are addressed. Offered is a historical perspective of social welfare developments in the United States and current issues in today's social service delivery system.

SOC 0113 INTERPERSONAL RELATIONS AND COMMUNICATIONS 3 0 3
A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. Student will learn techniques of interviewing for specific purposes and acquire basic abilities in working with people.

SOC 0114 THE OLDER ADULT AND THE COMMUNITY 3 0 3
A general introductory course that deals with the problems of caring for the aged. Attention is given to the physical, emotional, and social needs of senior citizens.

SOC 0115 SOCIAL AND MINORITIES ISSUES 3 0 3
A course concerned with current issues in the social, cultural environment of the United States. An examination will be made of major social problems with a special focus in minorities including the culturally disadvantaged, economically deprived and racial and ethnic groups. Close attention will be given to those groups against whom discrimination is prohibited by the Civil Rights Act of 1964. The study of the nature and impact of discrimination upon these groups and psychological, economical, and political considerations will be undertaken.

SOC 0210 PARENT EDUCATION 3 0 3
Study of factors that affect families and study of ways to involve parents in a preschool center, the purposes and value of home visitation, programs for parents and techniques of working with the parents for more total development of the child.

SOC 0211 INTRODUCTORY SOCIOLOGY 3 0 3
This course involves a general survey of the field of sociology. It also examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; surveys such substantive topics as culture, personality, social stratification, institutions, community, social change, collective behavior, social problems, and other major areas of sociological concern.

SOC 0212 SOCIAL PROBLEMS 3 0 3
This course involves a sociological approach and an analysis of social problems and of American society. It also explores and examines the sociological and theoretical aspects of human deviant behavior, i.e., juvenile delinquency, drug addiction, mental illness, crime, suicide, etc., and how these behaviors can best be understood or studied as an area of social control.

SOC 0213 MARRIAGE AND FAMILY RELATIONS 3 0 3
This course is a study of the structures and functions of the family in various cultures with special attention given to man-woman relationships as found in dating, courtship, marriage, procreation, and socialization in the contemporary societies.

SOC 0218 GROUP LEADERSHIP AND SOCIAL CHANGE 3 0 3
An examination of membership in and leadership of various kinds of groups, emphasizing the group process will comprise the content of this course. Consideration will be given to goals and strategies of social change and the necessity for social change in relation to personal and social values.

WELDING

WLD 0119 TECHNIQUES OF WELDING I 3 3 4
Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety, precautions and experience in using oxyacetylene and arc equipment. Laboratory projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases, and special electric welding machinery.

WLD 0120 TECHNIQUES OF WELDING II 3 3 4
This is a continuation of WLD 0119 with particular emphasis placed on the advanced skills. Prerequisite: WLD 0119.

WLD 1101 BASIC GAS WELDING 0 3 1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

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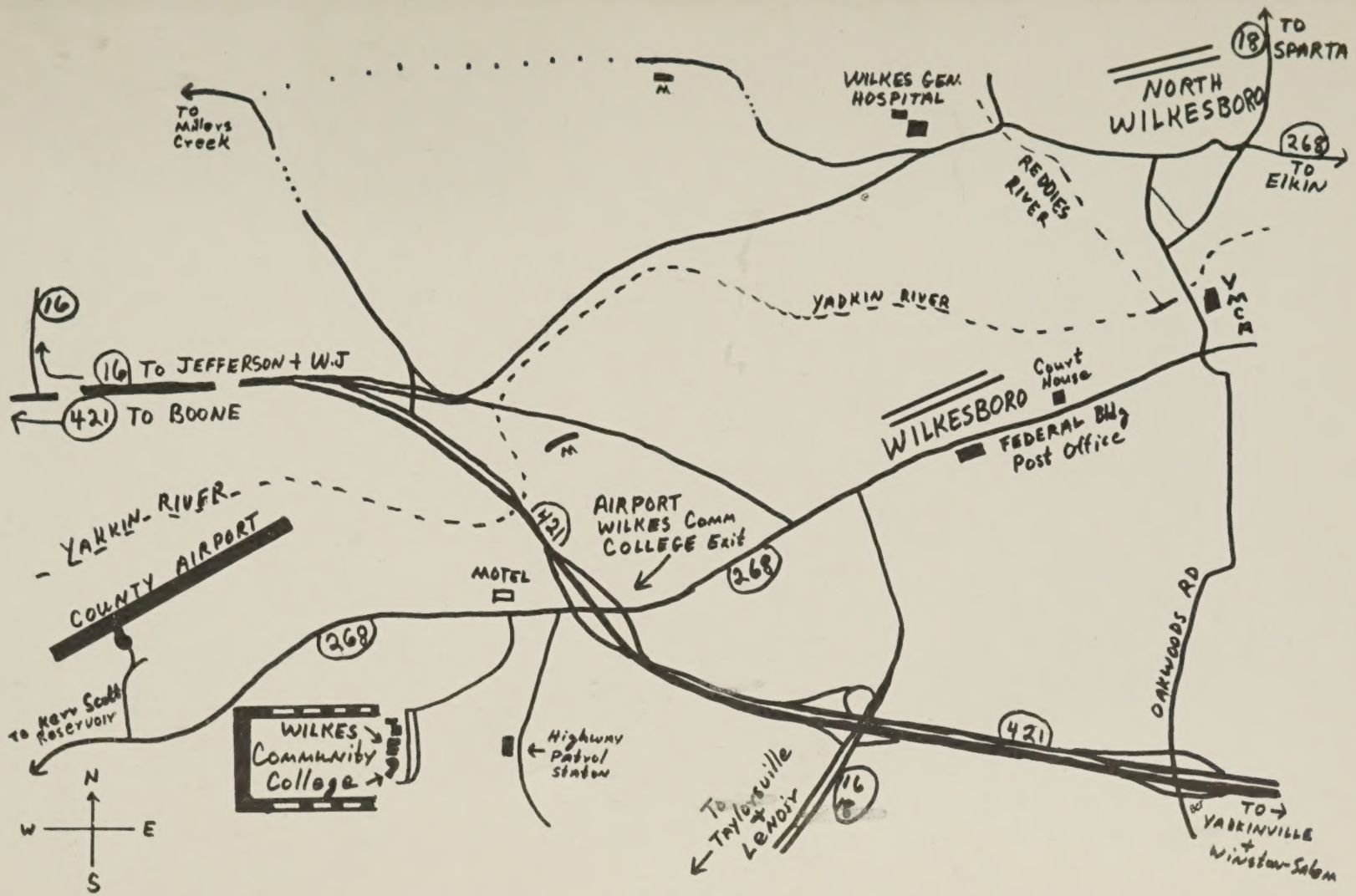

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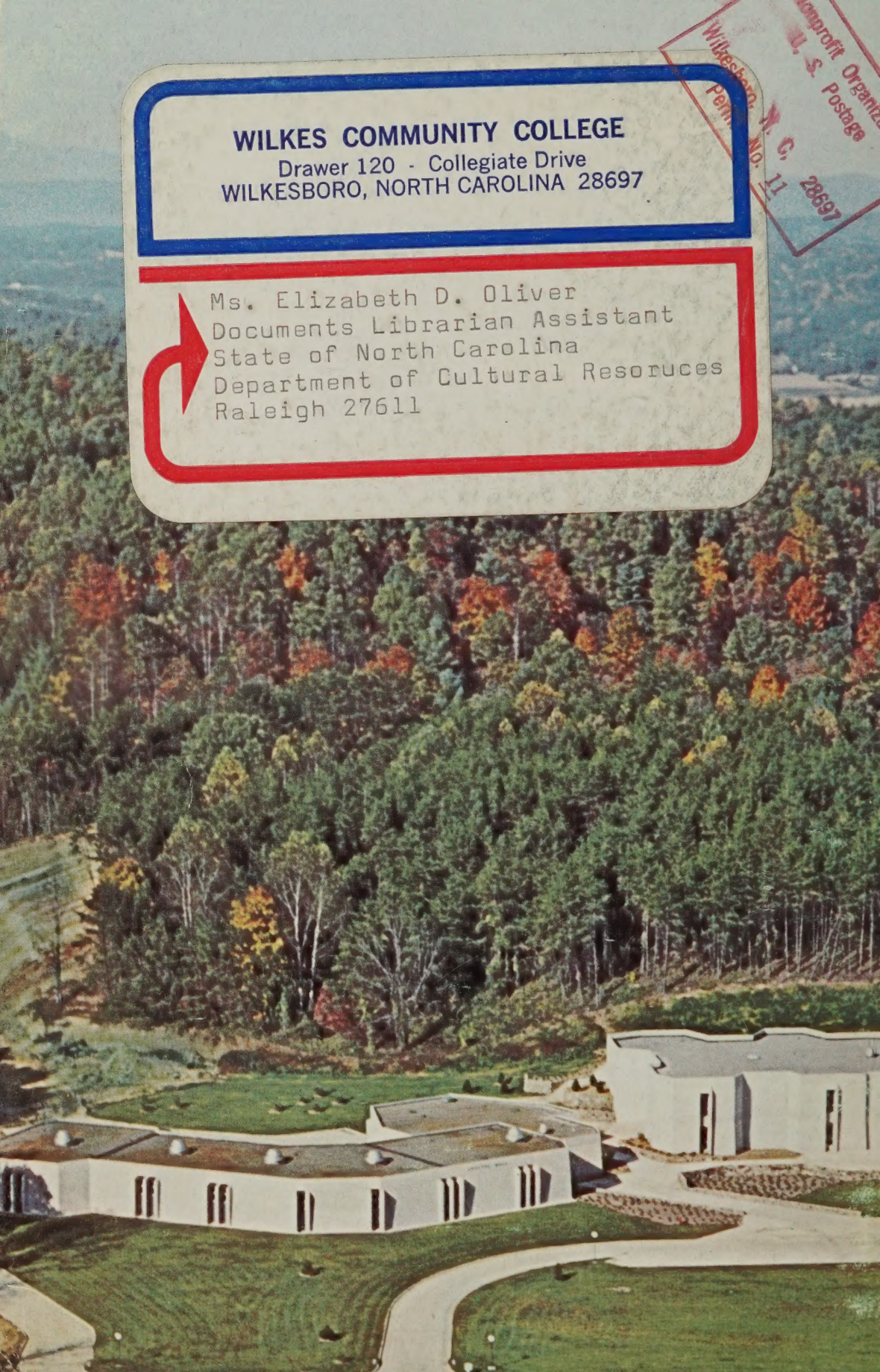
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